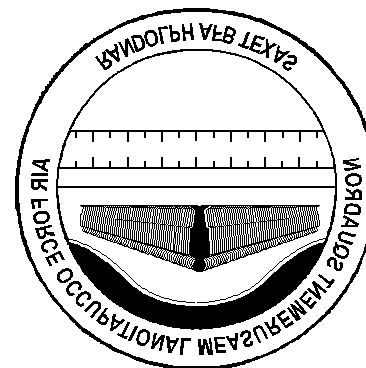




UNITED STATES AIR FORCE



ANALYSIS EXTRACT

AFSC 5JOX1

PARALEGAL

(ACTIVE DUTY)

OSSN: 2485

JUNE 2002

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
1550 5th STREET EAST
RANDOLPH AFB, TEXAS 78150-4449**

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AFSC(s): 5J0X1

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Job Inventory Date: October 2001

OSR Date: June 2002

Analysis Extract Date: May 2002

THE ANALYSIS EXTRACT

The enclosed Analysis Extract is a compilation of computer printouts which summarize data collected from job incumbents in your Air Force specialty during a recent occupational survey. The data in these printouts are used to identify jobs and tasks performed by personnel within your career ladder, adjust or establish training programs, make classification decisions within or across specialties, and assist managers in making decisions regarding Air Force personnel programs. Other uses for occupational survey data include improving the specialty descriptions in AFMAN 36-2108, determining the content of Specialty Knowledge Tests (SKTs) written under the Weighted Airmen Promotion System (WAPS) program and providing job data for use in personnel research.

READING THE ANALYSIS EXTRACT

The Analysis Extract is generally divided into four major sections: (1) DAFSC/CONUS/Overseas groups; (2) Total Active Federal Service (TAFMS) groups; (3) MAJCOM groups; and (4) Specialty Job Groups. Each section will normally provide three types of printouts: (1) PRTJOB; (2) PRTMOD; and (3) VARSUM.

The PRTJOB printout is simply a job description for a particular group (i.e., 5-skill level personnel, first-enlistment personnel, ACC personnel, etc). It reports the percent members performing each task and is presented in descending order of the relative time spent on each task. Tasks listed at the top of each job description are those tasks on which group members are spending the most time in their jobs and are performed by larger percentages of group members. In order to save paper when producing the Analysis Extract, these printouts are usually shortened to display only those tasks which comprise 80 percent of the total job time. Full job descriptions can be requested from OMSQ if needed.

The PRTMOD printout displays percent members performing data across a series of groups, along with task difficulty and training emphasis data. By displaying data in this manner, you can quickly identify similarities and differences across groups in terms of percent members performing various tasks.

The VARSUM printout provides information concerning the responses of career ladder incumbents to the various background questions in the job inventory. Routine information covered by this printout includes job satisfaction, equipment operated or maintained, job title, job area or function in which most time is spent, as well as paygrade, MAJCOM, DAFSC, and TAFMS information.

This document has been designed and prepared as a final summary document containing data printouts which were used in analyzing the occupational survey data collected on this AFSC. We hope this brief summary assists you in utilizing the data presented in this Analysis Extract. If you need additional information that is not contained in this Extract, please feel free to contact one of our analysts at DSN 487-6811 for assistance.

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Number of Members: 468

GP0001

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	24.51	24.52
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	20.62	45.15
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	19.24	64.39
B	PERFORMING CIVIL LAW ACTIVITIES	62	10.98	75.37
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	9.54	84.91
K	PERFORMING TRAINING ACTIVITIES	21	4.40	89.32
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	3.65	92.97
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	2.74	95.71
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.83	97.54
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.34	98.88
E	PERFORMING COURT REPORTING ACTIVITIES	18	.89	99.77
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.23	100.00

Number of Members: 468

GP0001

Paralegal
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----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	81.41	2.04	1.66	1.66	
A0007	Compose or type administrative correspondence	82.05	1.90	1.56	3.22	
A0002	Answer customer service telephone calls	81.84	1.84	1.51	4.73	
A0038	Process incoming or outgoing electronic mail	68.80	1.65	1.14	5.86	
A0006	Compile statistical data	67.09	1.29	.87	6.73	5
A0045	Review suspense dates	61.11	1.39	.85	7.58	
B0065	Notarize documents	72.86	1.15	.84	8.42	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	58.76	1.37	.81	9.22	
B0110	Witness execution of wills	64.32	1.24	.79	10.02	
B0086	Prepare or review powers of attorney	63.25	1.18	.75	10.77	10
B0111	Witness signing of legal documents	64.53	1.16	.75	11.51	
B0064	Maintain notary logs	69.02	1.07	.74	12.25	
B0053	Brief clients on powers of attorney	60.47	1.13	.68	12.93	
A0047	Schedule office appointments	59.40	1.15	.68	13.61	
A0030	Prepare briefings, other than professional military education (PME) briefings	64.74	1.04	.67	14.29	15
A0041	Refer clients to other supportive agencies	64.10	1.00	.64	14.93	
A0049	Sort and distribute incoming mail	57.05	1.11	.63	15.56	
I0471	Maintain administrative files	42.95	1.46	.63	16.18	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	55.77	1.10	.61	16.80	
B0109	Verify eligibility of clients for legal assistance	51.92	1.09	.57	17.36	20
K0487	Conduct on-the-job training (OJT)	46.37	1.22	.57	17.93	
A0024	Log or suspense incoming correspondence	46.37	1.21	.56	18.49	
C0140	Input AMJAMS data	36.54	1.48	.54	19.03	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	42.74	1.25	.53	19.56	
F0310	Adjudicate claims	29.91	1.77	.53	20.09	25
B0059	Conduct will executions	48.08	1.09	.53	20.62	
A0026	Maintain office computer systems	36.11	1.31	.47	21.09	

F0319	Brief claimants on claims filing procedures	30.98	1.52	.47	21.56
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	27.99	1.68	.47	22.03

Number of Members: 468

GP0001

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0316	Assert carrier recovery claims	28.63	1.60	.46	22.49	30
F0314	Assemble claims files	28.85	1.57	.45	22.94	
A0028	Make lodging or transportation arrangements	47.01	.95	.45	23.39	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	28.85	1.47	.43	23.82	
F0320	Close out claims	28.85	1.47	.43	24.24	
L0516	Determine or establish work assignments or priorities	36.75	1.13	.41	24.66	35
K0499	Maintain training records or files	35.90	1.15	.41	25.07	
C0139	Edit AMJAMS products	32.26	1.26	.41	25.48	
A0032	Prepare conference areas for briefings or meetings	50.43	.80	.40	25.88	
A0008	Conduct client interviews, other than for preparation of simple wills	39.10	1.02	.40	26.28	
F0383	Process rebuttals from carriers	27.56	1.43	.39	26.67	40
F0348	Prepare claims labels	27.78	1.38	.38	27.06	
A0021	Inventory equipment or supplies	41.24	.93	.38	27.44	
K0489	Determine training requirements	34.40	1.11	.38	27.82	
B0051	Assist in preparation of legal assistance cards	36.75	1.03	.38	28.20	
B0052	Assist in preparation of Legal Information Online System (LIONS)	34.19	1.10	.38	28.57	45
F0337	Perform follow-up actions on carrier recovery claims	26.50	1.41	.37	28.94	
L0556	Write recommendations for awards or decorations	32.05	1.16	.37	29.31	
L0555	Write or indorse military performance reports	30.56	1.21	.37	29.68	
L0541	Manage IMPAC card programs	26.92	1.37	.37	30.05	
K0488	Counsel trainees on training progress	32.05	1.14	.37	30.42	50
F0321	Conduct claims inspections	28.85	1.27	.37	30.78	
A0012	Develop local office programs for computers, such as spreadsheets	38.25	.94	.36	31.14	
A0011	Coordinate adverse actions with base agencies	33.33	1.08	.36	31.50	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	30.34	1.18	.36	31.86	
C0175	Prepare or review Article 15, UCMJ, punishments	32.26	1.11	.36	32.22	55
F0347	Prepare claims inspection memorandums	26.92	1.32	.36	32.58	
B0063	Maintain legal assistance records	30.34	1.17	.36	32.93	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	29.70	1.19	.35	33.29	
A0033	Prepare letters of appointment	47.65	.74	.35	33.64	
K0497	Evaluate progress of trainees	27.99	1.25	.35	33.99	60
F0341	Perform follow-up actions on personnel claims	26.92	1.30	.35	34.34	
F0360	Prepare vouchers for payment of claims	27.56	1.27	.35	34.69	
F0363	Prepare or review demand on carrier or contractor	26.92	1.30	.35	35.04	
F0403	Verify identity of claimants	28.42	1.22	.35	35.38	
L0514	Counsel subordinates concerning personal matters	32.48	1.06	.35	35.73	65
F0369	Process carrier recovery claims for settlements	25.64	1.34	.34	36.07	
A0018	Follow up on submitted travel vouchers	38.68	.89	.34	36.42	
C0120	Complete Article 15, UCMJ, processing checklist procedures	29.27	1.16	.34	36.76	

F0384	Process reconsiderations from claimants	28.21	1.19	.34	37.09	
F0380	Process personnel claims, other than for clothing	24.79	1.35	.34	37.43	70

Number of Members: 468

GP0001

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0020	Initiate requisitions for equipment, supplies, forms, or publications	39.53	.84	.33	37.76	
F0311	Analyze claims management data listings or reports	28.42	1.15	.33	38.09	
A0001	Administer client questionnaires	38.89	.83	.32	38.41	
F0324	Determine chapter for claims	28.85	1.12	.32	38.74	
F0335	Perform claims legal research	25.21	1.26	.32	39.05	75
L0538	Interpret policies, directives, or procedures for subordinates	27.35	1.16	.32	39.37	
L0511	Conduct supervisory performance feedback sessions	29.27	1.08	.32	39.69	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	26.50	1.18	.31	40.00	
F0325	Determine claims jurisdiction	29.27	1.06	.31	40.31	
B0058	Conduct will briefings	29.70	1.03	.31	40.62	80
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	29.06	1.06	.31	40.92	
A0019	Hand-carry priority communications or documents to internal action offices	37.39	.81	.30	41.23	
F0402	Transfer claims using AFCIMS	27.78	1.09	.30	41.53	
L0537	Inspect personnel for compliance with military standards	30.34	.99	.30	41.83	
A0015	Dispose of unclassified files	40.38	.75	.30	42.13	85
C0119	Compile Article 15, UCMJ, supportive evidence	27.35	1.10	.30	42.43	
F0395	Review completed claims files prior to payment	24.57	1.22	.30	42.73	
F0372	Process claims payment vouchers	25.00	1.20	.30	43.04	
C0170	Prepare or review Article 15, UCMJ, appeal actions	31.62	.95	.30	43.34	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	33.12	.90	.30	43.63	90
C0121	Complete court-martial processing checklist procedures	29.70	1.01	.30	43.93	
B0066	Prepare miscellaneous legal reviews	28.63	1.04	.30	44.23	
F0344	Prepare carrier recovery claims for setoffs	25.43	1.16	.30	44.53	
C0179	Prepare or review Article 15, UCMJ, vacation actions	31.20	.94	.29	44.82	
A0010	Conduct witness interviews	37.39	.79	.29	45.11	95
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	25.43	1.15	.29	45.41	
K0491	Develop training programs, plans, or procedures	23.50	1.24	.29	45.70	
F0322	Conduct claims investigations	26.92	1.08	.29	45.99	
A0036	Process administrative orders	34.40	.85	.29	46.28	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	22.44	1.27	.29	46.57	100
F0315	Assemble investigative files on potential claims	25.85	1.10	.28	46.85	
C0178	Prepare or review Article 15, UCMJ, suspension actions	30.56	.91	.28	47.13	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	29.06	.95	.28	47.41	
C0118	Brief organizations on Article 15, UCMJ, procedures	29.06	.95	.28	47.68	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	25.00	1.10	.28	47.96	105
L0521	Develop or establish work methods or procedures	28.63	.96	.28	48.23	
F0399	Review security forces blotters for potential claims	25.85	1.06	.27	48.51	
C0235	Review charge sheets for accuracy and completeness	21.62	.86	.27	48.78	

F0313	Approve claims	25.43	1.07	.27	49.05	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	26.50	1.02	.27	49.32	110

Number of Members: 468

GP0001

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0229	Request reports on individual personnel (RIPs)	30.13	.89	.27	49.59	
L0524	Draft or review budget requirements	20.73	1.29	.27	49.86	
A0023	Inventory network resource allocation management system (NetRAMS)	29.70	.90	.27	50.13	
D0261	Prepare or review Article 15 responses	17.95	1.48	.27	50.39	
L0531	Evaluate personnel for compliance with performance standards	25.64	1.03	.26	50.65	115
F0346	Prepare claims for transmittal	24.15	1.08	.26	50.91	
C0244	Review security forces blotters for potential disciplinary actions	29.06	.89	.26	51.17	
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	24.79	1.04	.26	51.43	
C0149	Perform military justice legal research	29.70	.87	.26	51.69	
F0340	Perform follow-up actions on incomplete mail-in claims	23.50	1.10	.26	51.95	120
C0137	Draft charges and specifications for actions, other than court-martial actions	26.07	.99	.26	52.21	
L0527	Establish performance standards for subordinates	25.64	1.00	.26	52.46	
C0176	Prepare or review Article 15, UCMJ, remission actions	28.85	.89	.26	52.72	
J0478	Identify and report equipment or supply problems	29.27	.87	.26	52.97	
L0550	Schedule personnel TDY assignments, leaves, or passes	23.72	1.07	.25	53.23	125
L0522	Develop or establish work schedules	25.64	.99	.25	53.48	
C0172	Prepare or review Article 15, UCMJ, base activity reports	26.50	.94	.25	53.73	
C0148	Notify participants of courts-martial or boards	27.35	.91	.25	53.98	
C0177	Prepare or review Article 15, UCMJ, set aside actions	28.42	.87	.25	54.22	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	21.79	1.13	.25	54.47	130
F0312	Annotate claims funds logs	22.44	1.09	.24	54.72	
C0233	Review AMJAMS strength reports	29.49	.82	.24	54.96	
F0362	Prepare or review claims activity reports	23.29	1.04	.24	55.20	
F0345	Prepare claimant instruction packets	24.57	.99	.24	55.44	
L0509	Conduct self-inspections or self-assessments	30.77	.79	.24	55.68	135
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	23.50	1.02	.24	55.93	
A0042	Request building or grounds maintenance	29.27	.82	.24	56.16	
F0333	Maintain potential claims files	24.15	.99	.24	56.40	
I0469	Initiate requests for temporary duty (TDY) orders	23.29	1.02	.24	56.64	
C0185	Prepare or review court-martial promulgating orders	29.91	.79	.24	56.88	140
F0365	Prepare or review settlement agreements	21.37	1.10	.23	57.11	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	26.71	.87	.23	57.34	
F0334	Negotiate claims settlements	20.73	1.13	.23	57.58	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	24.57	.95	.23	57.81	
F0505	Assign personnel to work areas or duty positions	22.44	1.04	.22	58.04	145

C0198	Prepare or review proposed court-martial member lists	28.21	.82	.23	58.28
C0123	Conduct First Term Airman Course (FTAC) briefings	27.14	.84	.23	58.50
K0493	Develop or procure training materials or aids	22.22	1.02	.23	58.73

Number of Members: 468

GP0001

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0361	Prepare and process unearned transportation charges	21.37	1.06	.23	58.96	
C0138	Draft charges and specifications for court-martial actions	25.43	.89	.23	59.18	150
F0331	Maintain claims funds logs	20.94	1.08	.23	59.41	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	25.43	.88	.22	59.63	
C0228	Request records of prior disciplinary actions	29.27	.77	.22	59.86	
C0251	Suspense or follow up on military justice actions	27.35	.82	.22	60.08	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	22.22	1.00	.22	60.30	155
C0171	Prepare or review Article 15, UCMJ, appellate actions	25.21	.88	.22	60.53	
C0184	Prepare or review court-martial convening orders	29.70	.75	.22	60.75	
L0513	Conduct supervisory orientations for newly assigned personnel	25.85	.86	.22	60.97	
C0243	Review RIPS for courts-martial	28.21	.79	.22	61.19	
A0046	Schedule conferences	29.27	.76	.22	61.42	160
C0163	Prepare trial folders	27.56	.80	.22	61.63	
D0290	Schedule client appointments	19.44	1.12	.22	61.85	
F0381	Process personnel clothing claims	22.01	.98	.22	62.07	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	19.87	1.09	.22	62.28	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	24.36	.89	.22	62.50	165
C0205	Process Article 15, UCMJ, appeal actions	24.15	.89	.22	62.72	
C0151	Prepare administrative hold or release letters	27.14	.79	.21	62.93	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	17.95	1.19	.21	63.14	
F0398	Review payments from claimants' insurers	21.37	1.00	.21	63.36	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	18.59	1.14	.21	63.57	170
C0155	Prepare courtrooms for proceedings	27.56	.77	.21	63.78	
C0253	Verify availability of court-martial or board members	24.36	.85	.21	63.99	
C0238	Review court-martial or board member information	26.07	.79	.21	64.19	
F0370	Process carrier recovery insurance claims	19.44	1.05	.21	64.40	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	21.37	.96	.20	64.60	175
C0130	Coordinate witness fundings with appropriate agencies	27.78	.74	.20	64.81	
C0246	Review unfavorable information files (UIFs)	23.08	.88	.20	65.01	
C0207	Process computer-generated AMJAMS reports for distribution	23.72	.86	.20	65.22	
C0173	Prepare or review Article 15, UCMJ, decision letters	24.36	.83	.20	65.42	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	26.28	.77	.20	65.62	180
C0136	Distribute court-martial records of trials to reviewing authorities	26.07	.77	.20	65.82	
C0240	Review evidence to determine appropriateness for military justice actions	23.29	.85	.20	66.02	

J0481	Maintain organizational equipment or supply records	20.30	.97	.20	66.22	
C0195	Prepare or review invitational travel orders	26.07	.75	.20	66.41	
A0027	Maintain suspense files of newly purchased materials	21.58	.90	.19	66.61	185

Number of Members: 468

GP0001

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0182	Prepare or review court-martial actions of convening authorities	25.85	.75	.19	66.80	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	22.65	.86	.19	67.00	
F0374	Process federal tort claims	17.52	1.10	.19	67.19	
C0135	Distribute court-martial orders	26.28	.73	.19	67.38	
C0147	Monitor and report on special interest cases	26.50	.72	.19	67.57	190
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	20.73	.92	.19	67.76	
F0401	Suspense payment vouchers	18.16	1.04	.19	67.95	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	17.52	1.07	.19	68.14	
A0035	Prepare witness travel orders	26.28	.72	.19	68.33	
A0025	Maintain law library resources	21.15	.89	.19	68.51	195
C0230	Request witness fundings	24.36	.76	.19	68.70	
B0071	Prepare documentation for off-duty employment applications	20.30	.91	.19	68.88	
F0326	Develop claims checklists	20.73	.89	.19	69.07	
C0227	Request military witnesses for courts-martial	25.85	.71	.18	69.25	
B0054	Compile administrative involuntary discharge files	16.88	1.09	.18	69.44	200
K0500	Personalize lesson plans	13.89	1.32	.18	69.62	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	23.72	.77	.18	69.81	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	24.36	.75	.18	69.99	
C0190	Prepare or review delay requests	25.43	.71	.18	70.17	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	25.21	.72	.18	70.35	205
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	24.57	.73	.18	70.53	
F0357	Prepare seven-point memorandums	19.23	.94	.18	70.71	
C0196	Prepare or review letters concerning submission of matters to convening authority	25.00	.72	.18	70.89	
K0496	Evaluate effectiveness of training programs, plans, or procedures	15.38	1.16	.18	71.07	
L0539	Interview potential paralegal retrainees	20.51	.87	.18	71.25	210
J0475	Coordinate maintenance of equipment with appropriate agencies	22.65	.78	.18	71.42	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	24.79	.70	.17	71.60	
F0391	Procure statements in support of claims	16.45	1.06	.17	71.77	
C0212	Process post-trial materials submitted by accused	23.29	.75	.17	71.95	
A0022	Inventory law library publications	21.37	.81	.17	72.12	215
C0225	Request civilian witnesses for courts-martial	24.36	.71	.17	72.29	
C0208	Process court-martial promulgating orders	23.50	.74	.17	72.47	

C0231	Research charges and specifications for court-martial actions	23.29	.74	.17	72.64
B0056	Conduct preventive law briefings	19.66	.88	.17	72.81

Number of Members: 468

GP0001

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0192	Prepare or review discovery requests	24.36	.71	.17	72.99	220
F0327	Edit claims management products	17.74	.97	.17	73.16	
C0166	Prepare or process releases for court-martial or board members	23.08	.74	.17	73.33	
B0076	Prepare or review legal assistance reports	19.87	.86	.17	73.50	
C0220	Procure court-martial or board members	21.58	.78	.17	73.67	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	19.87	.84	.17	73.84	225
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	21.15	.78	.17	74.00	
C0193	Prepare or review flimsies	24.79	.67	.17	74.17	
L0534	Implement safety or security programs	18.59	.88	.16	74.33	
L0545	Prepare recommendation or non-recommendation retraining package	15.81	1.03	.16	74.49	
D0254	Compile investigative materials	19.02	.85	.16	74.66	230
F0364	Prepare or review requests for claims funds	19.02	.84	.16	74.82	
H0431	Conduct LOAC briefings	20.94	.77	.16	74.98	
C0248	Serve records of trial on accused	22.65	.71	.16	75.14	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	22.65	.70	.16	75.30	
C0164	Prepare witness payment vouchers	23.08	.69	.16	75.46	235
C0168	Prepare or review amendments to court-martial convening orders	24.79	.64	.16	75.62	
F0323	Coordinate claims with other investigative agencies	20.94	.75	.16	75.77	
B0075	Prepare or review general investigative reports	20.30	.77	.16	75.93	
F0392	Reconcile claims funds logs	16.88	.93	.16	76.09	
C0217	Process witness payment vouchers	21.37	.73	.16	76.24	240
C0223	Procure and brief individuals for bailiff duties	24.15	.64	.16	76.40	
E0301	Mark exhibits	20.51	.75	.15	76.55	
K0494	Establish or maintain study reference files	15.17	1.01	.15	76.71	
L0508	Conduct safety and security briefings	17.52	.87	.15	76.86	
A0017	Establish reading files	22.86	.67	.15	77.01	245
A0013	Dispose of law library publications	22.01	.69	.15	77.16	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	13.46	1.12	.15	77.31	
K0498	Inspect training materials or aids for operation or suitability	11.75	1.28	.15	77.46	
A0009	Conduct random spot-checks of law library	23.93	.63	.15	77.61	
C0131	Copy records of trial	23.08	.65	.15	77.76	250
C0132	Develop Article 15, UCMJ, processing checklists	21.37	.70	.15	77.91	
H0460	Review UTC requirements	14.32	1.04	.15	78.06	
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	19.87	.74	.15	78.21	
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	21.58	.68	.15	78.36	
H0426	Assign personnel to mobility or contingency positions	15.17	.67	.15	78.50	255

C0183	Prepare or review court-martial base activities reports	20.51	.71	.15	78.65
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Number of Members: 468

GP0001

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
D0265	Prepare or review client responses for discharge actions	11.75	1.24	.15	78.79	
D0266	Prepare or review client statements	11.97	1.21	.15	78.94	
A0029	Post changes to publications	20.30	.71	.14	79.08	
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	16.24	.89	.14	79.23	260
D0255	Conduct initial reviews of adverse actions	14.32	1.01	.14	79.37	
F0317	Assert government (G) claims	16.67	.87	.14	79.52	
C0204	Prepare or review supplementary court-martial orders	20.73	.69	.14	79.66	
K0503	Write training reports	8.33	1.70	.14	79.80	
B0062	Interview clients for preparation of simple wills	15.17	.94	.14	79.94	265

Number of Members: 34

GP0003

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	36.03	36.04
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	32.11	68.16
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	12.71	80.87
B	PERFORMING CIVIL LAW ACTIVITIES	62	10.08	90.96
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	2.48	93.44
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	2.13	95.57
K	PERFORMING TRAINING ACTIVITIES	21	1.44	97.01
E	PERFORMING COURT REPORTING ACTIVITIES	18	1.03	98.04
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	.87	98.91
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	.61	99.52
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.45	99.97
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.03	100.00

Number of Members: 34

GP0003

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	79.41	1.55	1.23	1.23	
A0044	Retrieve data using computers	76.47	1.53	1.17	2.40	
B0110	Witness execution of wills	70.59	1.47	1.04	3.44	
B0111	Witness signing of legal documents	70.59	1.47	1.04	4.48	
A0007	Compose or type administrative correspondence	70.59	1.36	.96	5.44	5
F0310	Adjudicate claims	47.06	1.85	.87	6.31	
F0314	Assemble claims files	47.06	1.78	.84	7.14	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	44.12	1.86	.82	7.97	
C0140	Input AMJAMS data	50.00	1.60	.80	8.76	
B0086	Prepare or review powers of attorney	52.94	1.50	.79	9.56	10
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	44.12	1.78	.78	10.34	
F0348	Prepare claims labels	44.12	1.72	.76	11.10	
F0320	Close out claims	44.12	1.66	.73	11.83	
F0316	Assert carrier recovery claims	41.18	1.76	.73	12.55	
C0121	Complete court-martial processing checklist procedures	47.06	1.54	.72	13.28	15
B0065	Notarize documents	55.88	1.28	.72	13.99	
C0148	Notify participants of courts-martial or boards	47.06	1.51	.71	14.70	
A0038	Process incoming or outgoing electronic mail	58.82	1.19	.70	15.40	
F0319	Brief claimants on claims filing procedures	44.12	1.52	.67	16.07	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	38.24	1.70	.65	16.72	20
F0360	Prepare vouchers for payment of claims	44.12	1.44	.64	17.36	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	50.00	1.25	.63	17.98	
C0139	Edit AMJAMS products	38.24	1.62	.62	18.60	
C0138	Draft charges and specifications for court-martial actions	41.18	1.50	.62	19.22	
B0064	Maintain notary logs	52.94	1.16	.61	19.83	25
F0321	Conduct claims inspections	47.06	1.28	.60	20.44	
F0325	Determine claims jurisdiction	47.06	1.27	.60	21.04	

C0189	Prepare or review DD Forms 458 (Charge Sheet)	44.12	1.33	.59	21.62	
A0045	Review suspense dates	55.88	1.03	.58	22.20	
F0383	Process rebuttals from carriers	38.24	1.51	.58	22.77	30

Number of Members: 34

GP0003

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0363	Prepare or review demand on carrier or contractor	35.29	1.60	.56	23.34	
F0372	Process claims payment vouchers	41.18	1.35	.56	23.90	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	44.12	1.26	.56	24.45	
F0324	Determine chapter for claims	41.18	1.35	.55	25.01	
F0369	Process carrier recovery claims for settlements	35.29	1.56	.55	25.55	35
F0380	Process personnel claims, other than for clothing	41.18	1.33	.55	26.10	
B0053	Brief clients on powers of attorney	38.24	1.42	.54	26.65	
F0341	Perform follow-up actions on personnel claims	41.18	1.31	.54	27.19	
C0151	Prepare administrative hold or release letters	44.12	1.22	.54	27.73	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	44.12	1.22	.54	28.26	40
F0345	Prepare claimant instruction packets	38.24	1.41	.54	28.80	
B0059	Conduct will executions	38.24	1.40	.54	29.34	
B0109	Verify eligibility of clients for legal assistance	38.24	1.39	.53	29.87	
A0041	Refer clients to other supportive agencies	52.94	1.00	.53	30.40	
F0347	Prepare claims inspection memorandums	44.12	1.19	.53	30.93	45
F0346	Prepare claims for transmittal	38.24	1.35	.52	31.44	
C0137	Draft charges and specifications for actions, other than court-martial actions	44.12	1.17	.52	31.96	
F0337	Perform follow-up actions on carrier recovery claims	35.29	1.45	.51	32.47	
C0198	Prepare or review proposed court-martial member lists	38.24	1.32	.50	32.97	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	38.24	1.30	.50	33.47	50
C0253	Verify availability of court-martial or board members	41.18	1.19	.49	33.96	
F0403	Verify identity of claimants	41.18	1.19	.49	34.45	
F0340	Perform follow-up actions on incomplete mail-in claims	41.18	1.19	.49	34.94	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	35.29	1.37	.48	35.42	
A0047	Schedule office appointments	47.06	1.02	.48	35.90	55
C0136	Distribute court-martial records of trials to reviewing authorities	44.12	1.08	.47	36.38	
F0344	Prepare carrier recovery claims for setoffs	35.29	1.34	.47	36.85	
F0398	Review payments from claimants' insurers	35.29	1.34	.47	37.32	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	44.12	1.06	.47	37.79	
C0120	Complete Article 15, UCMJ, processing checklist procedures	41.18	1.14	.47	38.26	60
F0334	Negotiate claims settlements	41.18	1.13	.47	38.73	
C0243	Review RIPs for courts-martial	38.24	1.22	.46	39.19	
C0235	Review charge sheets for accuracy and completeness	35.29	1.29	.46	39.65	
F0402	Transfer claims using AFCIMS	41.18	1.10	.45	40.10	
F0384	Process reconsiderations from claimants	38.24	1.18	.45	40.56	65
F0331	Maintain claims funds logs	29.41	1.52	.45	41.00	
C0229	Request reports on individual personnel (RIPs)	32.35	1.37	.44	41.45	
F0322	Conduct claims investigations	44.12	1.00	.44	41.89	
C0155	Prepare or distribute SF Forms 1258 (Report of Results)	41.18	1.07	.44	42.33	

	of Trial)					
F0395	Review completed claims files prior to payment	32.35	1.36	.44	42.77	70
A0028	Make lodging or transportation arrangements	47.06	.93	.44	43.21	

Number of Members: 34

GP0003

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0179	Prepare or review Article 15, UCMJ, vacation actions	38.24	1.14	.44	43.64	
F0312	Annotate claims funds logs	32.35	1.35	.44	44.08	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	41.18	1.04	.43	44.51	
C0175	Prepare or review Article 15, UCMJ, punishments	35.29	1.19	.42	44.93	75
B0058	Conduct will briefings	26.47	1.57	.42	45.34	
C0119	Compile Article 15, UCMJ, supportive evidence	38.24	1.08	.41	45.75	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	41.18	1.00	.41	46.17	
F0391	Procure statements in support of claims	29.41	1.40	.41	46.58	
F0333	Maintain potential claims files	44.12	.93	.41	46.99	80
F0399	Review security forces blotters for potential claims	35.29	1.16	.41	47.40	
C0166	Prepare or process releases for court-martial or board members	38.24	1.06	.40	47.80	
C0178	Prepare or review Article 15, UCMJ, suspension actions	35.29	1.14	.40	48.21	
F0361	Prepare and process unearned transportation charges	32.35	1.23	.40	48.60	
A0035	Prepare witness travel orders	44.12	.90	.40	49.00	85
A0026	Maintain office computer systems	35.29	1.12	.39	49.40	
C0230	Request witness fundings	29.41	1.32	.39	49.78	
A0049	Sort and distribute incoming mail	44.12	.88	.39	50.17	
C0157	Prepare findings worksheets	38.24	.99	.38	50.55	
F0365	Prepare or review settlement agreements	35.29	1.06	.37	50.92	90
F0315	Assemble investigative files on potential claims	38.24	.97	.37	51.29	
B0052	Assist in preparation of Legal Information Online System (LIIONS)	26.47	1.40	.37	51.66	
C0135	Distribute court-martial orders	41.18	.90	.37	52.03	
F0326	Develop claims checklists	26.47	1.39	.37	52.40	
C0163	Prepare trial folders	41.18	.89	.37	52.77	95
F0381	Process personnel clothing claims	35.29	1.02	.36	53.13	
C0149	Perform military justice legal research	41.18	.87	.36	53.49	
F0335	Perform claims legal research	29.41	1.21	.36	53.84	
A0030	Prepare briefings, other than professional military education (PME) briefings	44.12	.80	.35	54.20	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	29.41	1.19	.35	54.55	100
C0177	Prepare or review Article 15, UCMJ, set aside actions	35.29	.99	.35	54.90	
C0164	Prepare witness payment vouchers	35.29	.99	.35	55.25	
C0155	Prepare courtrooms for proceedings	41.18	.84	.35	55.59	
C0205	Process Article 15, UCMJ, appeal actions	32.35	1.06	.34	55.94	
C0162	Prepare sentencing worksheets	35.29	.97	.34	56.28	105
B0051	Assist in preparation of legal assistance cards	26.47	1.28	.34	56.62	
C0170	Prepare or review Article 15, UCMJ, appeal actions	29.41	1.15	.34	56.96	
F0397	Review direct procurement method (DPM) contracts	26.47	1.26	.33	57.29	
A0008	Conduct client interviews, other than for preparation of simple wills	35.29	.94	.33	57.62	
A0006	Compile statistical data	47.06	.70	.33	57.95	110

C0176	Prepare or review Article 15, UCMJ, remission actions	32.35	1.02	.33	58.28
F0327	Edit claims management products	23.53	1.40	.33	58.61
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	32.35	1.02	.33	58.94

Number of Members: 34

GP0003

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0375	Process G claims	29.41	1.12	.33	59.27	
C0244	Review security forces blotters for potential disciplinary actions	35.29	.93	.33	59.60	115
F0401	Suspense payment vouchers	26.47	1.23	.32	59.92	
F0362	Prepare or review claims activity reports	26.47	1.23	.32	60.25	
F0338	Perform follow-up actions on G claims	26.47	1.22	.32	60.57	
A0032	Prepare conference areas for briefings or meetings	47.06	.67	.31	60.88	
B0054	Compile administrative involuntary discharge files	17.65	1.78	.31	61.20	120
C0195	Prepare or review invitational travel orders	23.53	1.33	.31	61.51	
C0238	Review court-martial or board member information	32.35	.97	.31	61.82	
C0131	Copy records of trial	38.24	.82	.31	62.13	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	32.35	.96	.31	62.45	
F0317	Assert government (G) claims	26.47	1.17	.31	62.76	125
C0225	Request civilian witnesses for courts-martial	35.29	.87	.31	63.06	
F0370	Process carrier recovery insurance claims	29.41	1.04	.31	63.37	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	17.65	1.71	.30	63.67	
F0374	Process federal tort claims	29.41	1.01	.30	63.97	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	26.47	1.12	.30	64.26	130
F0328	Follow up on other investigative agencies' investigations	23.53	1.25	.29	64.56	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	29.41	1.00	.29	64.85	
I0471	Maintain administrative files	17.65	1.65	.29	65.14	
F0311	Analyze claims management data listings or reports	23.53	1.24	.29	65.43	
C0147	Monitor and report on special interest cases	32.35	.89	.29	65.72	135
C0168	Prepare or review amendments to court-martial convening orders	35.29	.81	.29	66.01	
C0130	Coordinate witness fundings with appropriate agencies	32.35	.88	.28	66.29	
F0357	Prepare seven-point memorandums	29.41	.97	.28	66.58	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	32.35	.88	.28	66.86	
C0223	Procure and brief individuals for bailiff duties	35.29	.80	.28	67.14	140
C0184	Prepare or review court-martial convening orders	35.29	.80	.28	67.42	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	26.47	1.05	.28	67.70	
C0227	Request military witnesses for courts-martial	32.35	.86	.28	67.98	
C0251	Suspense or follow up on military justice actions	29.41	.94	.28	68.26	
C0220	Procure court-martial or board members	29.41	.94	.28	68.54	145
K0487	Conduct on-the-job training (OJT)	26.47	1.04	.28	68.81	
C0172	Prepare or review Article 15, UCMJ, base activity reports	26.47	1.04	.28	69.09	
C0228	Request records of prior disciplinary actions	32.35	.85	.27	69.36	
C0118	Brief organizations on Article 15, UCMJ, procedures	26.47	1.02	.27	69.64	

C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	35.29	.76	.27	69.91	150
A0001	Administer client questionnaires	41.18	.65	.27	70.17	

Number of Members: 34

GP0003

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0193	Prepare or review flimsies	35.29	.75	.26	70.44	
C0142	Monitor pretrial restraint or posttrial confinement	32.35	.81	.26	70.70	
C0217	Process witness payment vouchers	29.41	.88	.26	70.96	
A0036	Process administrative orders	32.35	.79	.26	71.22	155
C0219	Procure convening authority approval of expert witnesses	29.41	.86	.25	71.47	
C0248	Serve records of trial on accused	35.29	.71	.25	71.72	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	23.53	1.07	.25	71.97	
C0185	Prepare or review court-martial promulgating orders	32.35	.78	.25	72.22	
C0203	Prepare or review stipulations	14.71	1.70	.25	72.47	160
C0127	Coordinate preferral of charges on pretrial confinees with commanders	32.35	.77	.25	72.72	
L0551	Write inspection reports	14.71	1.68	.25	72.97	
A0012	Develop local office programs for computers, such as spreadsheets	26.47	.92	.24	73.21	
E0297	Assemble records of trials	26.47	.91	.24	73.45	
C0212	Process post-trial materials submitted by accused	29.41	.82	.24	73.69	165
C0206	Process Article 32, UCMJ, investigations	26.47	.89	.24	73.93	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	20.59	1.13	.23	74.16	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	26.47	.87	.23	74.39	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	26.47	.87	.23	74.62	
C0192	Prepare or review discovery requests	23.53	.98	.23	74.85	170
A0010	Conduct witness interviews	35.29	.65	.23	75.08	
A0024	Log or suspense incoming correspondence	23.53	.97	.23	75.31	
C0132	Develop Article 15, UCMJ, processing checklists	26.47	.85	.23	75.54	
F0332	Maintain disaster response kits	32.35	.69	.22	75.76	
F0379	Process nonappropriated funds claims	23.53	.95	.22	75.98	175
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	26.47	.83	.22	76.20	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	23.53	.94	.22	76.42	
C0171	Prepare or review Article 15, UCMJ, appellate actions	17.65	1.24	.22	76.64	
C0233	Review AMJAMS strength reports	26.47	.83	.22	76.86	
F0392	Reconcile claims funds logs	20.59	1.06	.22	77.08	180
C0240	Review evidence to determine appropriateness for military justice actions	23.53	.92	.22	77.29	
F0323	Coordinate claims with other investigative agencies	26.47	.81	.22	77.51	
C0211	Process excess leave documentation	26.47	.80	.21	77.72	
C0231	Research charges and specifications for court-martial actions	23.53	.90	.21	77.93	
C0123	Conduct First Term Airman Course (FTAC) briefings	29.41	.72	.21	78.15	185
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	26.47	.79	.21	78.35	

A0011	Coordinate adverse actions with base agencies	23.53	.87	.20	78.56
C0207	Process computer-generated AMJAMS reports for distribution	29.41	.69	.20	78.76

Number of Members: 34

GP0003

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0066	Prepare miscellaneous legal reviews	20.59	.98	.20	78.96	
C0116	Assist with pretrial confinement hearings	23.53	.86	.20	79.16	190
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	23.53	.85	.20	79.36	
C0246	Review unfavorable information files (UIFs)	26.47	.76	.20	79.56	
F0364	Prepare or review requests for claims funds	20.59	.97	.20	79.76	
D0261	Prepare or review Article 15 responses	17.65	1.10	.19	79.96	

Number of Members: 244

GP0004

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	28.29	28.30
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	21.81	50.11
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	20.84	70.95
B	PERFORMING CIVIL LAW ACTIVITIES	62	11.92	82.88
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	5.41	88.29
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	3.26	91.55
K	PERFORMING TRAINING ACTIVITIES	21	2.65	94.20
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.65	95.85
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.62	97.47
E	PERFORMING COURT REPORTING ACTIVITIES	18	1.17	98.64
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.11	99.75
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.25	100.00

Number of Members: 244

GP0004

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0007	Compose or type administrative correspondence	80.33	2.22	1.78	1.78	
A0002	Answer customer service telephone calls	83.20	2.13	1.77	3.56	
A0044	Retrieve data using computers	77.05	2.12	1.64	5.19	
A0038	Process incoming or outgoing electronic mail	63.11	1.64	1.04	6.23	
B0065	Notarize documents	76.64	1.21	.92	7.15	5
B0110	Witness execution of wills	63.52	1.36	.86	8.02	
B0064	Maintain notary logs	72.95	1.13	.82	8.84	
B0086	Prepare or review powers of attorney	63.93	1.26	.81	9.65	
B0111	Witness signing of legal documents	63.11	1.27	.80	10.45	
B0053	Brief clients on powers of attorney	61.89	1.26	.78	11.23	10
A0047	Schedule office appointments	59.43	1.31	.78	12.00	
A0006	Compile statistical data	60.25	1.28	.77	12.77	
A0041	Refer clients to other supportive agencies	64.34	1.14	.73	13.51	
A0045	Review suspense dates	51.64	1.41	.73	14.23	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	55.33	1.28	.71	14.94	15
F0310	Adjudicate claims	33.20	2.13	.71	15.65	
I0471	Maintain administrative files	38.93	1.79	.70	16.35	
C0140	Input AMJAMS data	38.52	1.68	.65	16.99	
A0049	Sort and distribute incoming mail	54.51	1.17	.64	17.63	
B0109	Verify eligibility of clients for legal assistance	52.46	1.21	.64	18.27	20
A0030	Prepare briefings, other than professional military education (PME) briefings	61.07	1.01	.62	18.89	
F0319	Brief claimants on claims filing procedures	32.79	1.83	.60	19.49	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	52.46	1.12	.59	20.07	
F0314	Assemble claims files	32.38	1.79	.58	20.65	
F0316	Assert carrier recovery claims	31.97	1.81	.58	21.23	25
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	29.51	1.86	.55	21.77	
A0024	Log or suspense incoming correspondence	41.80	1.20	.54	22.32	

B0059	Conduct will executions	45.90	1.17	.54	22.85
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	31.56	1.61	.51	23.36

Number of Members: 244

GP0004

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0008	Conduct client interviews, other than for preparation of simple wills	42.62	1.19	.51	23.87	30
A0028	Make lodging or transportation arrangements	44.26	1.14	.50	24.37	
F0383	Process rebuttals from carriers	29.92	1.65	.49	24.87	
A0011	Coordinate adverse actions with base agencies	36.48	1.35	.49	25.36	
F0320	Close out claims	31.15	1.58	.49	25.85	
C0175	Prepare or review Article 15, UCMJ, punishments	34.84	1.40	.49	26.34	35
F0321	Conduct claims inspections	32.79	1.48	.48	26.83	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	34.84	1.38	.48	27.31	
F0348	Prepare claims labels	31.15	1.53	.48	27.78	
F0347	Prepare claims inspection memorandums	30.74	1.52	.47	28.25	
C0120	Complete Article 15, UCMJ, processing checklist procedures	31.97	1.45	.46	28.71	40
B0063	Maintain legal assistance records	33.20	1.39	.46	29.18	
B0051	Assist in preparation of legal assistance cards	40.57	1.13	.46	29.63	
C0139	Edit AMJAMS products	34.02	1.34	.45	30.09	
F0380	Process personnel claims, other than for clothing	28.28	1.58	.45	30.53	
B0052	Assist in preparation of Legal Information Online System (LIONS)	34.84	1.27	.44	30.98	45
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	30.74	1.42	.44	31.42	
A0001	Administer client questionnaires	43.85	.99	.43	31.85	
D0261	Prepare or review Article 15 responses	26.23	1.65	.43	32.28	
F0337	Perform follow-up actions on carrier recovery claims	27.87	1.54	.43	32.71	
F0384	Process reconsiderations from claimants	31.15	1.35	.42	33.13	50
K0487	Conduct on-the-job training (OJT)	32.79	1.27	.42	33.55	
F0403	Verify identity of claimants	30.33	1.37	.41	33.96	
F0369	Process carrier recovery claims for settlements	27.87	1.47	.41	34.37	
C0119	Compile Article 15, UCMJ, supportive evidence	30.33	1.35	.41	34.78	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	30.33	1.35	.41	35.19	55
F0341	Perform follow-up actions on personnel claims	29.51	1.37	.41	35.60	
F0360	Prepare vouchers for payment of claims	29.10	1.39	.41	36.00	
C0170	Prepare or review Article 15, UCMJ, appeal actions	34.84	1.16	.40	36.41	
A0026	Maintain office computer systems	31.56	1.27	.40	36.81	
F0363	Prepare or review demand on carrier or contractor	27.87	1.42	.40	37.20	60
A0010	Conduct witness interviews	45.08	.86	.39	37.59	
C0179	Prepare or review Article 15, UCMJ, vacation actions	33.61	1.14	.38	37.97	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	30.33	1.24	.38	38.35	
F0335	Perform claims legal research	27.05	1.35	.36	38.71	
C0178	Prepare or review Article 15, UCMJ, suspension actions	32.79	1.10	.36	39.07	65
A0021	Inventory equipment or supplies	36.89	.97	.36	39.43	
F0324	Determine chapter for claims	29.51	1.21	.36	39.79	
C0118	Brief organizations on Article 15, UCMJ, procedures	31.15	1.13	.35	40.14	
F0344	Prepare carrier recovery claims for settlements	28.28	1.24	.35	40.49	

F0315	Assemble investigative files on potential claims	29.10	1.20	.35	40.84	70
F0402	Transfer claims using AFCIMS	30.33	1.12	.34	41.18	
F0325	Determine claims jurisdiction	30.74	1.11	.34	41.52	

Number of Members: 244

GP0004

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0322	Conduct claims investigations	28.69	1.18	.34	41.86	
C0176	Prepare or review Article 15, UCMJ, remission actions	31.15	1.08	.34	42.19	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	27.87	1.20	.33	42.53	75
A0015	Dispose of unclassified files	40.98	.81	.33	42.86	
C0121	Complete court-martial processing checklist procedures	33.20	1.00	.33	43.19	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	35.25	.94	.33	43.52	
F0372	Process claims payment vouchers	25.82	1.28	.33	43.85	
C0229	Request reports on individual personnel (RIPs)	34.43	.94	.33	44.18	80
F0395	Review completed claims files prior to payment	23.77	1.36	.32	44.50	
C0137	Draft charges and specifications for actions, other than court-martial actions	28.69	1.12	.32	44.82	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	24.18	1.30	.31	45.14	
C0177	Prepare or review Article 15, UCMJ, set aside actions	29.51	1.06	.31	45.45	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	25.82	1.21	.31	45.76	85
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	27.46	1.14	.31	46.08	
A0032	Prepare conference areas for briefings or meetings	43.44	.72	.31	46.39	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	29.10	1.07	.31	46.70	
A0018	Follow up on submitted travel vouchers	31.97	.97	.31	47.01	
A0033	Prepare letters of appointment	39.75	.78	.31	47.32	90
C0174	Prepare or review Article 15, UCMJ, mitigation actions	27.87	1.11	.31	47.63	
D0290	Schedule client appointments	24.18	1.27	.31	47.93	
A0012	Develop local office programs for computers, such as spreadsheets	33.20	.92	.30	48.24	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	17.62	1.72	.30	48.54	
F0346	Prepare claims for transmittal	26.23	1.15	.30	48.84	95
C0228	Request records of prior disciplinary actions	35.66	.84	.30	49.14	
B0058	Conduct will briefings	27.05	1.10	.30	49.44	
C0246	Review unfavorable information files (UIFs)	29.51	1.01	.30	49.74	
B0066	Prepare miscellaneous legal reviews	25.00	1.18	.29	50.03	
F0340	Perform follow-up actions on incomplete mail-in claims	26.23	1.11	.29	50.32	100
C0172	Prepare or review Article 15, UCMJ, base activity reports	24.59	1.18	.29	50.61	
C0171	Prepare or review Article 15, UCMJ, appellate actions	26.64	1.08	.29	50.90	
C0148	Notify participants of courts-martial or boards	32.79	.88	.29	51.19	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	20.49	1.40	.29	51.48	
F0345	Prepare claimant instruction packets	28.28	1.02	.29	51.77	105
F0399	Review security forces blotters for potential claims	24.59	1.16	.29	52.05	
C0123	Conduct First Term Airman Course (FTAC) briefings	30.33	.94	.28	52.34	
A0025	Maintain law library resources	28.18	.88	.28	52.62	

C0235	Review charge sheets for accuracy and completeness	33.20	.86	.28	52.91	
F0381	Process personnel clothing claims	25.82	1.10	.28	53.19	110

Number of Members: 244

GP0004

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	18.85	1.50	.28	53.47	
C0163	Prepare trial folders	34.02	.83	.28	53.75	
C0244	Review security forces blotters for potential disciplinary actions	27.87	1.00	.28	54.03	
F0333	Maintain potential claims files	26.23	1.05	.28	54.31	
C0205	Process Article 15, UCMJ, appeal actions	26.23	1.04	.27	54.58	115
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	26.64	1.02	.27	54.85	
C0149	Perform military justice legal research	31.15	.85	.27	55.12	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	31.97	.83	.26	55.39	
C0155	Prepare courtrooms for proceedings	31.15	.84	.26	55.65	
F0365	Prepare or review settlement agreements	21.72	1.19	.26	55.91	120
A0022	Inventory law library publications	28.69	.90	.26	56.16	
F0311	Analyze claims management data listings or reports	23.36	1.10	.26	56.42	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	23.36	1.09	.26	56.68	
F0361	Prepare and process unearned transportation charges	23.36	1.09	.25	56.93	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	22.54	1.12	.25	57.18	125
D0265	Prepare or review client responses for discharge actions	18.44	1.36	.25	57.43	
D0266	Prepare or review client statements	18.03	1.39	.25	57.68	
B0054	Compile administrative involuntary discharge files	18.03	1.38	.25	57.93	
C0240	Review evidence to determine appropriateness for military justice actions	25.41	.97	.25	58.18	
C0151	Prepare administrative hold or release letters	30.74	.80	.25	58.43	130
F0312	Annotate claims funds logs	23.77	1.04	.25	58.68	
C0173	Prepare or review Article 15, UCMJ, decision letters	23.77	1.04	.25	58.92	
C0233	Review AMJAMS strength reports	26.64	.92	.25	59.17	
A0019	Hand-carry priority communications or documents to internal action offices	30.33	.81	.25	59.41	
C0207	Process computer-generated AMJAMS reports for distribution	25.00	.98	.24	59.66	135
C0138	Draft charges and specifications for court-martial actions	27.87	.87	.24	59.90	
C0243	Review RIPs for courts-martial	30.74	.79	.24	60.15	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	21.31	1.14	.24	60.39	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	19.26	1.26	.24	60.63	
F0398	Review payments from claimants' insurers	23.77	1.02	.24	60.87	140
C0190	Prepare or review delay requests	31.15	.77	.24	61.11	
C0227	Request military witnesses for courts-martial	31.56	.76	.24	61.35	
F0395	Review DD Forms 788 (Private Vehicle Shipping Document)	23.36	1.01	.24	61.59	

	for Automobile)					
E0301	Mark exhibits	29.10	.81	.24	61.83	
D0255	Conduct initial reviews of adverse actions	20.08	1.17	.23	62.06	145

Number of Members: 244

GP0004

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0192	Prepare or review discovery requests	31.56	.74	.23	62.29	
C0253	Verify availability of court-martial or board members	27.46	.85	.23	62.53	
F0370	Process carrier recovery insurance claims	20.08	1.15	.23	62.76	
F0374	Process federal tort claims	20.49	1.13	.23	62.99	
A0023	Inventory network resource allocation management system (NetRAMS)	26.64	.86	.23	63.22	150
C0238	Review court-martial or board member information	28.69	.79	.23	63.45	
A0036	Process administrative orders	27.05	.84	.23	63.67	
C0198	Prepare or review proposed court-martial member lists	28.28	.80	.23	63.90	
F0331	Maintain claims funds logs	22.13	1.01	.22	64.12	
C0185	Prepare or review court-martial promulgating orders	27.87	.79	.22	64.34	155
L0541	Manage IMPAC card programs	16.39	1.34	.22	64.56	
D0254	Compile investigative materials	25.82	.85	.22	64.78	
K0499	Maintain training records or files	20.08	1.09	.22	65.00	
D0258	Establish eligibility of clients for defense services	17.21	1.26	.22	65.22	
F0401	Suspense payment vouchers	19.67	1.10	.22	65.44	160
A0013	Dispose of law library publications	28.28	.76	.22	65.65	
F0313	Approve claims	18.85	1.14	.21	65.87	
C0130	Coordinate witness fundings with appropriate agencies	27.87	.77	.21	66.08	
F0334	Negotiate claims settlements	18.85	1.13	.21	66.29	
D0263	Prepare or review case witness statements	19.26	1.10	.21	66.51	165
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	14.34	1.47	.21	66.72	
C0225	Request civilian witnesses for courts-martial	27.87	.75	.21	66.93	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	28.69	.72	.21	67.13	
F0357	Prepare seven-point memorandums	20.08	1.01	.20	67.34	
C0230	Request witness fundings	26.23	.77	.20	67.54	170
C0196	Prepare or review letters concerning submission of matters to convening authority	26.64	.76	.20	67.74	
C0193	Prepare or review flimsies	29.10	.69	.20	67.94	
C0184	Prepare or review court-martial convening orders	28.28	.71	.20	68.14	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	22.13	.91	.20	68.34	
C0251	Suspense or follow up on military justice actions	24.59	.81	.20	68.54	175
C0135	Distribute court-martial orders	27.87	.71	.20	68.74	
C0231	Research charges and specifications for court-martial actions	26.23	.76	.20	68.94	
C0136	Distribute court-martial records of trials to reviewing authorities	27.87	.71	.20	69.14	
C0212	Process post-trial materials submitted by accused	27.05	.73	.20	69.33	
F0362	Prepare or review claims activity reports	20.08	.97	.20	69.53	180
C0220	Procure court-martial or board members	23.77	.82	.20	69.73	
F0391	Procure statements in support of claims	16.80	1.16	.20	69.92	
F0326	Develop claims checklists	22.13	.88	.19	70.12	
L0516	Determine or establish work assignments or priorities	16.80	1.16	.19	70.31	
C0184	Prepare or review indictments referring charges to	26.64	.72	.19	70.50	185

C0147	Article 32, UCMJ, investigating officers Monitor and report on special interest cases	25.41	.76	.19	70.70
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Number of Members: 244

GP0004

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	26.64	.73	.19	70.89	
K0488	Counsel trainees on training progress	14.34	1.35	.19	71.08	
J0478	Identify and report equipment or supply problems	22.95	.84	.19	71.28	
D0281	Prepare or review requests for delay actions	19.26	1.00	.19	71.47	190
B0056	Conduct preventive law briefings	17.62	1.09	.19	71.66	
C0210	Process discovery requests	27.05	.71	.19	71.85	
A0009	Conduct random spot-checks of law library	25.82	.74	.19	72.04	
A0035	Prepare witness travel orders	25.82	.73	.19	72.23	
B0075	Prepare or review general investigative reports	22.13	.85	.19	72.42	195
C0132	Develop Article 15, UCMJ, processing checklists	23.36	.80	.19	72.60	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	25.00	.75	.19	72.79	
A0027	Maintain suspense files of newly purchased materials	17.21	1.08	.19	72.98	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	26.64	.69	.18	73.16	
C0248	Serve records of trial on accused	25.41	.72	.18	73.34	200
A0029	Post changes to publications	22.95	.79	.18	73.52	
C0182	Prepare or review court-martial actions of convening authorities	24.18	.75	.18	73.70	
C0166	Prepare or process releases for court-martial or board members	24.18	.74	.18	73.88	
K0489	Determine training requirements	15.98	1.11	.18	74.06	
C0208	Process court-martial promulgating orders	25.41	.70	.18	74.24	205
C0223	Procure and brief individuals for bailiff duties	27.46	.64	.18	74.41	
C0164	Prepare witness payment vouchers	25.00	.70	.18	74.59	
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	24.59	.71	.17	74.76	
C0195	Prepare or review invitational travel orders	23.77	.73	.17	74.94	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	22.95	.75	.17	75.11	210
K0497	Evaluate progress of trainees	9.84	1.75	.17	75.28	
L0537	Inspect personnel for compliance with military standards	13.52	1.27	.17	75.46	
F0323	Coordinate claims with other investigative agencies	20.90	.81	.17	75.63	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	23.77	.71	.17	75.79	
I0469	Initiate requests for temporary duty (TDY) orders	14.34	1.17	.17	75.96	215
C0222	Procure physical evidence for trials	25.00	.67	.17	76.13	
H0431	Conduct LOAC briefings	17.21	.97	.17	76.30	
B0071	Prepare documentation for off-duty employment applications	17.62	.95	.17	76.47	
D0264	Prepare or review client assistance records	12.30	1.36	.17	76.63	
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	21.72	.76	.17	76.80	220

C0168	Prepare or review amendments to court-martial convening orders	25.00	.66	.16	76.96
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Number of Members: 244

GP0004

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0014	Dispose of obsolete or excess publications, other than law library	23.77	.69	.16	77.13	
F0317	Assert government (G) claims	18.03	.90	.16	77.29	
C0150	Perform trial team member activities	20.90	.78	.16	77.45	
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	22.13	.73	.16	77.61	225
C0211	Process excess leave documentation	22.95	.70	.16	77.77	
C0217	Process witness payment vouchers	22.13	.72	.16	77.93	
B0076	Prepare or review legal assistance reports	14.34	1.10	.16	78.09	
D0257	Coordinate individual case dockets with legal office or circuit courts	18.03	.88	.16	78.25	
C0131	Copy records of trial	24.59	.64	.16	78.40	230
B0073	Prepare or review barment documents	13.93	1.11	.15	78.56	
C0126	Coordinate individual case dockets with defense council circuit	17.62	.88	.15	78.71	
D0276	Prepare or review post-trial clemency evaluations	16.80	.92	.15	78.87	
C0162	Prepare sentencing worksheets	23.77	.64	.15	79.02	
K0491	Develop training programs, plans, or procedures	11.07	1.36	.15	79.17	235
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	20.49	.73	.15	79.32	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	18.44	.81	.15	79.47	
K0500	Personalize lesson plans	7.79	1.92	.15	79.62	
C0156	Prepare excess leave documentation	23.77	.63	.15	79.77	
C0204	Prepare or review supplementary court-martial orders	20.49	.73	.15	79.92	240

Number of Members: 169

GP0005

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	21.29	21.29
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	18.65	39.95
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	17.14	57.10
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	14.84	71.94
B	PERFORMING CIVIL LAW ACTIVITIES	62	10.71	82.65
K	PERFORMING TRAINING ACTIVITIES	21	6.77	89.43
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	3.93	93.36
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	2.27	95.63
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.79	97.42
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	1.75	99.17
E	PERFORMING COURT REPORTING ACTIVITIES	18	.57	99.74
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.26	100.00

Number of Members: 169

GP0005

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	88.76	1.91	1.69	1.69	
A0007	Compose or type administrative correspondence	85.80	1.58	1.35	3.05	
A0038	Process incoming or outgoing electronic mail	76.92	1.68	1.29	4.34	
A0002	Answer customer service telephone calls	82.25	1.42	1.17	5.51	
A0045	Review suspense dates	72.78	1.38	1.01	6.52	5
A0006	Compile statistical data	78.11	1.21	.95	7.47	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	65.68	1.31	.86	8.32	
K0487	Conduct on-the-job training (OJT)	66.27	1.21	.80	9.13	
B0065	Notarize documents	73.96	1.08	.80	9.93	
L0556	Write recommendations for awards or decorations	63.91	1.22	.78	10.70	10
L0555	Write or indorse military performance reports	59.76	1.27	.76	11.46	
B0086	Prepare or review powers of attorney	68.05	1.07	.73	12.19	
B0110	Witness execution of wills	65.68	1.07	.70	12.89	
L0516	Determine or establish work assignments or priorities	63.31	1.11	.70	13.59	
B0064	Maintain notary logs	70.41	.99	.70	14.29	15
K0499	Maintain training records or files	57.40	1.20	.69	14.98	
L0514	Counsel subordinates concerning personal matters	63.31	1.07	.68	15.66	
B0111	Witness signing of legal documents	67.46	.99	.67	16.33	
A0030	Prepare briefings, other than professional military education (PME) briefings	72.19	.93	.67	17.00	
A0049	Sort and distribute incoming mail	63.31	1.04	.66	17.66	20
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	60.95	1.07	.65	18.31	
K0489	Determine training requirements	58.58	1.11	.65	18.96	
B0053	Brief clients on powers of attorney	65.09	.98	.64	19.60	
A0024	Log or suspense incoming correspondence	56.80	1.12	.63	20.23	
I0471	Maintain administrative files	52.66	1.19	.62	20.85	25
A0047	Schedule office appointments	60.36	1.02	.62	21.47	
K0488	Counsel trainees on training progress	55.62	1.10	.61	22.08	
L0511	Conduct supervisory performance feedback sessions	54.44	1.10	.60	22.68	

K0497	Evaluate progress of trainees	50.89	1.16	.59	23.27	
L0538	Interpret policies, directives, or procedures for subordinates	52.66	1.10	.58	23.85	30

Number of Members: 169

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0032	Prepare conference areas for briefings or meetings	59.76	.94	.56	24.41	
A0026	Maintain office computer systems	40.83	1.37	.56	24.96	
A0041	Refer clients to other supportive agencies	67.46	.83	.56	25.52	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	49.11	1.12	.55	26.07	
L0541	Manage IMPAC card programs	39.05	1.40	.55	26.62	35
B0059	Conduct will executions	54.44	1.00	.55	27.17	
L0524	Draft or review budget requirements	37.87	1.43	.54	27.71	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	48.52	1.11	.54	28.25	
B0109	Verify eligibility of clients for legal assistance	55.03	.95	.52	28.77	
L0531	Evaluate personnel for compliance with performance standards	48.52	1.04	.50	29.27	40
K0491	Develop training programs, plans, or procedures	38.46	1.25	.48	29.75	
L0527	Establish performance standards for subordinates	49.11	.98	.48	30.23	
L0537	Inspect personnel for compliance with military standards	52.07	.92	.48	30.71	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	44.38	1.08	.48	31.19	
L0550	Schedule personnel TDY assignments, leaves, or passes	43.79	1.07	.47	31.65	45
L0505	Assign personnel to work areas or duty positions	44.97	1.03	.46	32.12	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	50.89	.91	.46	32.58	
A0033	Prepare letters of appointment	61.54	.75	.46	33.04	
L0522	Develop or establish work schedules	47.93	.95	.46	33.50	
A0021	Inventory equipment or supplies	47.93	.93	.44	33.94	50
L0521	Develop or establish work methods or procedures	47.34	.94	.44	34.38	
A0012	Develop local office programs for computers, such as spreadsheets	44.38	1.00	.44	34.83	
A0018	Follow up on submitted travel vouchers	48.52	.90	.44	35.27	
A0019	Hand-carry priority communications or documents to internal action offices	50.30	.85	.43	35.69	
L0513	Conduct supervisory orientations for newly assigned personnel	50.30	.85	.43	36.12	55
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	43.79	.97	.43	36.54	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	37.28	1.14	.42	36.97	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	41.42	1.00	.42	37.38	
F0311	Analyze claims management data listings or reports	33.73	1.22	.41	37.79	
A0036	Process administrative orders	45.56	.87	.40	38.19	60
C0140	Input AMJAMS data	34.32	1.14	.39	38.58	
A0042	Request building or grounds maintenance	42.60	.81	.38	38.87	

A0028	Make lodging or transportation arrangements	51.48	.75	.38	39.35	
F0313	Approve claims	35.50	1.08	.38	39.74	
L0509	Conduct self-inspections or self-assessments	48.52	.78	.38	40.12	65

Number of Members: 169

GP0005

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
I0469	Initiate requests for temporary duty (TDY) orders	36.09	1.00	.36	40.48	
J0478	Identify and report equipment or supply problems	38.46	.93	.36	40.83	
L0539	Interview potential paralegal retrainees	39.64	.89	.35	41.19	
B0066	Prepare miscellaneous legal reviews	36.69	.95	.35	41.53	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	24.85	1.40	.35	41.88	70
A0046	Schedule conferences	40.24	.86	.34	42.23	
K0493	Develop or procure training materials or aids	34.91	.99	.34	42.57	
C0139	Edit AMJAMS products	30.77	1.07	.33	42.90	
A0023	Inventory network resource allocation management system (NetRAMS)	33.73	.96	.32	43.23	
B0058	Conduct will briefings	33.73	.94	.32	43.54	75
B0052	Assist in preparation of Legal Information Online System (LIONS)	36.09	.87	.32	43.86	
F0320	Close out claims	24.85	1.27	.31	44.17	
A0015	Dispose of unclassified files	45.56	.69	.31	44.49	
B0051	Assist in preparation of legal assistance cards	36.69	.85	.31	44.80	
L0554	Write or indorse civilian performance appraisals	25.44	1.21	.31	45.11	80
L0545	Prepare recommendation or non-recommendation retraining package	30.77	.99	.30	45.41	
F0337	Perform follow-up actions on carrier recovery claims	24.85	1.22	.30	45.71	
J0481	Maintain organizational equipment or supply records	28.99	1.02	.30	46.01	
A0008	Conduct client interviews, other than for preparation of simple wills	37.28	.79	.30	46.31	
F0362	Prepare or review claims activity reports	26.63	1.11	.29	46.60	85
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	32.54	.90	.29	46.90	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	28.99	1.01	.29	47.19	
F0319	Brief claimants on claims filing procedures	27.22	1.07	.29	47.48	
F0316	Assert carrier recovery claims	23.67	1.21	.29	47.77	
B0063	Maintain legal assistance records	31.36	.88	.27	48.04	90
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	24.85	1.11	.27	48.32	
F0341	Perform follow-up actions on personnel claims	23.08	1.19	.27	48.59	
F0335	Perform claims legal research	23.08	1.19	.27	48.86	
F0363	Prepare or review demand on carrier or contractor	25.44	1.06	.27	49.13	
L0542	Perform personnel hiring procedures	27.22	.99	.27	49.40	95
F0395	Review completed claims files prior to payment	25.44	1.04	.27	49.67	
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	29.59	.90	.27	49.93	
F0324	Determine chapter for claims	27.22	.98	.27	50.20	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	28.99	.91	.27	50.46	
F0310	Adjudicate claims	23.67	1.12	.26	50.73	100
F0508	Conduct safety and security briefings	21.26	.84	.26	50.99	

K0496	Evaluate effectiveness of training programs, plans, or procedures	26.04	1.01	.26	51.25
C0251	Suspense or follow up on military justice actions	32.54	.80	.26	51.51

Number of Members: 169

GP0005

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0233	Review AMJAMS strength reports	34.32	.74	.25	51.77	
F0403	Verify identity of claimants	25.44	1.00	.25	52.02	105
L0552	Write job or position descriptions	31.36	.81	.25	52.27	
K0500	Personalize lesson plans	23.08	1.09	.25	52.53	
F0402	Transfer claims using AFCIMS	23.67	1.06	.25	52.78	
F0383	Process rebuttals from carriers	23.67	1.06	.25	53.03	
F0314	Assemble claims files	23.08	1.08	.25	53.28	110
L0506	Assign sponsors for newly assigned personnel	30.18	.82	.25	53.53	
F0360	Prepare vouchers for payment of claims	24.26	1.02	.25	53.78	
F0325	Determine claims jurisdiction	25.44	.97	.25	54.02	
C0184	Prepare or review court-martial convening orders	30.77	.80	.25	54.27	
L0534	Implement safety or security programs	28.99	.84	.24	54.51	115
F0369	Process carrier recovery claims for settlements	21.89	1.11	.24	54.76	
F0399	Review security forces blotters for potential claims	26.63	.91	.24	55.00	
C0149	Perform military justice legal research	27.22	.89	.24	55.24	
B0071	Prepare documentation for off-duty employment applications	26.63	.91	.24	55.48	
L0536	Initiate actions required due to substandard performance of personnel	39.64	.61	.24	55.73	120
A0017	Establish reading files	33.14	.73	.24	55.97	
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	24.85	.97	.24	56.21	
C0185	Prepare or review court-martial promulgating orders	30.18	.79	.24	56.45	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	30.77	.77	.24	56.68	
H0426	Assign personnel to mobility or contingency positions	26.04	.91	.24	56.92	125
F0372	Process claims payment vouchers	21.89	1.08	.24	57.16	
C0235	Review charge sheets for accuracy and completeness	30.77	.77	.24	57.39	
F0334	Negotiate claims settlements	19.53	1.21	.24	57.63	
H0460	Review UTC requirements	23.08	1.01	.23	57.86	
L0535	Initiate personnel action requests	32.54	.71	.23	58.09	130
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	21.30	1.08	.23	58.32	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	28.99	.80	.23	58.55	
H0427	Assign personnel to Unit Type Code (UTC) taskings	24.26	.95	.23	58.78	
L0504	Annotate time and attendance sheets for civilian employees	27.81	.82	.23	59.01	
J0475	Coordinate maintenance of equipment with appropriate agencies	28.99	.79	.23	59.24	135
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	22.49	1.01	.23	59.47	
A0027	Maintain suspense files of newly purchased materials	28.40	.80	.23	59.70	
F0322	Conduct claims investigations	23.08	.98	.23	59.92	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	28.40	.80	.23	60.15	
F0312	Annotate claims funds logs	19.53	1.14	.22	60.37	140
F0384	Process reconsiderations from claimants	23.67	.84	.22	60.59	

F0327	Edit claims management products	21.89	1.01	.22	60.81
F0348	Prepare claims labels	22.49	.98	.22	61.03
C0189	Prepare or review DD Forms 458 (Charge Sheet)	29.59	.74	.22	61.25

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Number of Members: 169

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0011	Coordinate adverse actions with base agencies	30.77	.71	.22	61.47	145
A0001	Administer client questionnaires	34.91	.62	.22	61.69	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	21.89	.99	.22	61.91	
F0364	Prepare or review requests for claims funds	23.67	.92	.22	62.13	
C0182	Prepare or review court-martial actions of convening authorities	28.99	.74	.22	62.34	
C0195	Prepare or review invitational travel orders	30.77	.70	.21	62.56	150
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	27.22	.79	.21	62.77	
F0344	Prepare carrier recovery claims for setoffs	21.30	1.00	.21	62.98	
C0244	Review security forces blotters for potential disciplinary actions	29.59	.72	.21	63.20	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	27.81	.75	.21	63.40	
A0010	Conduct witness interviews	29.59	.70	.21	63.61	155
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	20.71	1.00	.21	63.82	
F0331	Maintain claims funds logs	18.93	1.08	.21	64.02	
L0519	Develop self-inspection or self-assessment program checklists	24.85	.82	.20	64.23	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	27.22	.75	.20	64.43	
F0315	Assemble investigative files on potential claims	20.71	.98	.20	64.63	160
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	27.81	.73	.20	64.83	
F0347	Prepare claims inspection memorandums	21.30	.95	.20	65.03	
H0443	Maintain mobility equipment or supplies	23.08	.87	.20	65.24	
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSS)	14.79	1.35	.20	65.43	
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	26.04	.77	.20	65.63	165
L0510	Conduct staff assistance visits, inspections, or audits	19.53	1.01	.20	65.83	
K0502	Process completed retraining package	23.08	.85	.20	66.03	
C0198	Prepare or review proposed court-martial member lists	26.63	.74	.20	66.22	
C0121	Complete court-martial processing checklist procedures	23.67	.83	.20	66.42	
B0076	Prepare or review legal assistance reports	28.40	.68	.19	66.61	170
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	24.26	.80	.19	66.81	
F0365	Prepare or review settlement agreements	19.53	.99	.19	67.00	
F0340	Perform follow-up actions on incomplete mail-in claims	18.34	1.05	.19	67.19	
K0498	Inspect training materials or aids for operation or suitability	20.12	.95	.19	67.38	
K0494	Establish or maintain study reference files	23.67	.80	.18	67.57	175

C0175	Prepare or review Article 15, UCMJ, punishments	30.18	.63	.19	67.76
L0512	Conduct safety inspections of equipment or facilities	26.04	.73	.19	67.95

Number of Members: 169

GP0005

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0183	Prepare or review court-martial base activities reports	26.04	.72	.19	68.14	
F0321	Conduct claims inspections	22.49	.84	.19	68.33	
B0062	Interview clients for preparation of simple wills	20.71	.91	.19	68.52	180
C0118	Brief organizations on Article 15, UCMJ, procedures	27.22	.68	.18	68.70	
C0229	Request reports on individual personnel (RIPs)	26.63	.69	.18	68.89	
C0130	Coordinate witness fundings with appropriate agencies	27.81	.66	.18	69.07	
F0346	Prepare claims for transmittal	20.71	.88	.18	69.25	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	25.44	.72	.18	69.43	185
L0557	Write replies to inspection reports	24.26	.75	.18	69.61	
C0172	Prepare or review Article 15, UCMJ, base activity reports	28.99	.63	.18	69.80	
K0501	Prepare job qualification standards (JQSS)	21.89	.83	.18	69.98	
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	18.34	.98	.18	70.16	
F0333	Maintain potential claims files	20.12	.89	.18	70.34	190
F0392	Reconcile claims funds logs	17.75	1.01	.18	70.51	
F0361	Prepare and process unearned transportation charges	18.93	.94	.18	70.69	
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	20.71	.85	.18	70.87	
B0056	Conduct preventive law briefings	23.67	.74	.18	71.04	
C0123	Conduct First Term Airman Course (FTAC) briefings	24.26	.71	.17	71.22	195
C0147	Monitor and report on special interest cases	27.81	.62	.17	71.39	
H0446	Participate in wing operations or exercise planning meetings	18.93	.91	.17	71.56	
C0238	Review court-martial or board member information	23.67	.73	.17	71.73	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	15.98	1.07	.17	71.90	
C0170	Prepare or review Article 15, UCMJ, appeal actions	29.59	.58	.17	72.08	200
C0208	Process court-martial promulgating orders	21.30	.80	.17	72.25	
F0380	Process personnel claims, other than for clothing	18.34	.92	.17	72.41	
C0120	Complete Article 15, UCMJ, processing checklist procedures	24.85	.68	.17	72.58	
C0136	Distribute court-martial records of trials to reviewing authorities	22.49	.75	.17	72.75	
F0370	Process carrier recovery insurance claims	17.75	.94	.17	72.92	205
C0179	Prepare or review Article 15, UCMJ, vacation actions	28.40	.58	.17	73.08	
C0135	Distribute court-martial orders	23.67	.70	.16	73.25	
C0207	Process computer-generated AMJAMS reports for distribution	22.49	.73	.16	73.41	
C0196	Prepare or review letters concerning submission of matters to convening authority	24.26	.67	.16	73.58	
L0543	Plan layouts of facilities	21.30	.77	.16	73.74	210
C0243	Review RIPs for courts-martial	24.85	.66	.16	73.90	
B0080	Prepare or review legal reviews of fundraising	17.75	.82	.16	74.07	

	activities				
L0517	Develop organizational or functional charts	20.71	.78	.16	74.23
A0035	Prepare witness travel orders	25.44	.64	.16	74.39

Number of Members: 169

GP0005

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	19.53	.83	.16	74.55	215
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	13.61	1.19	.16	74.71	
K0483	Administer or score tests	18.93	.85	.16	74.87	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	23.67	.68	.16	75.04	
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	23.67	.68	.16	75.20	
C0173	Prepare or review Article 15, UCMJ, decision letters	28.40	.56	.16	75.35	220
H0431	Conduct LOAC briefings	26.63	.59	.16	75.51	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	23.67	.66	.16	75.67	
L0551	Write inspection reports	20.71	.76	.16	75.83	
B0105	Review legal reviews of off-duty employment	17.16	.90	.15	75.98	
C0178	Prepare or review Article 15, UCMJ, suspension actions	27.81	.56	.15	76.13	225
C0201	Prepare or review serious incident reports (SIRs)	24.85	.62	.15	76.29	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	18.93	.80	.15	76.44	
F0326	Develop claims checklists	18.34	.83	.15	76.59	
C0177	Prepare or review Article 15, UCMJ, set aside actions	26.63	.56	.15	76.74	
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	14.20	1.05	.15	76.89	230
C0217	Process witness payment vouchers	21.30	.70	.15	77.04	
C0138	Draft charges and specifications for court-martial actions	21.89	.68	.15	77.19	
C0171	Prepare or review Article 15, UCMJ, appellate actions	26.04	.57	.15	77.34	
L0529	Evaluate inspection report findings or inspection procedures	20.71	.71	.15	77.48	
H0450	Prepare Exercise Evaluation Team (EET) inputs	16.57	.89	.15	77.63	235
C0119	Compile Article 15, UCMJ, supportive evidence	22.49	.65	.15	77.78	
B0081	Prepare or review legal reviews of private organizations	16.57	.89	.15	77.93	
B0067	Prepare simple wills	16.57	.88	.15	78.07	
H0435	Coordinate mobility or contingency requirements with appropriate agencies	17.75	.82	.15	78.22	
C0137	Draft charges and specifications for actions, other than court-martial actions	21.89	.66	.15	78.36	240
C0176	Prepare or review Article 15, UCMJ, remission actions	26.63	.54	.14	78.51	
C0212	Process post-trial materials submitted by accused	18.93	.76	.14	78.65	
F0323	Coordinate claims with other investigative agencies	21.30	.68	.14	78.80	
F0345	Prepare claimant instruction packets	18.93	.76	.14	78.94	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	26.63	.54	.14	79.08	245
C0240	Review evidence to determine appropriateness for military justice actions	22.49	.64	.14	79.23	
B0090	Prepare or review preventive law newspaper articles	20.12	.71	.14	79.37	
H0437	Coordinate specific source of personnel requirements	15.38	.82	.14	79.51	

	with appropriate agencies					
F0357	Prepare seven-point memorandums	17.16	.83	.14	79.66	
F0398	Review payments from claimants' insurers	17.16	.83	.14	79.80	250

Number of Members: 169

GP0005

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0168	Prepare or review amendments to court-martial convening orders	24.26	.58	.14	79.94	

Number of Members: 19

GP0006

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	31.45	31.46
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	26.12	57.59
K	PERFORMING TRAINING ACTIVITIES	21	10.74	68.34
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	9.52	77.86
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	8.93	86.79
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	4.37	91.16
B	PERFORMING CIVIL LAW ACTIVITIES	62	3.97	95.13
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	2.11	97.24
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	2.07	99.31
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	.69	100.00

Number of Members: 19

GP0006

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	84.21	2.84	2.40	2.40	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	73.68	3.04	2.24	4.64	
A0006	Compile statistical data	89.47	2.27	2.03	6.67	
A0038	Process incoming or outgoing electronic mail	89.47	2.07	1.85	8.52	
A0002	Answer customer service telephone calls	73.68	2.43	1.79	10.31	5
A0030	Prepare briefings, other than professional military education (PME) briefings	78.95	2.12	1.67	11.99	
A0007	Compose or type administrative correspondence	89.47	1.82	1.62	13.61	
L0538	Interpret policies, directives, or procedures for subordinates	84.21	1.61	1.36	14.97	
A0045	Review suspense dates	89.47	1.49	1.33	16.30	
L0541	Manage IMPAC card programs	84.21	1.34	1.13	17.42	10
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	89.47	1.19	1.07	18.49	
L0516	Determine or establish work assignments or priorities	89.47	1.17	1.04	19.53	
L0556	Write recommendations for awards or decorations	89.47	1.10	.98	20.51	
L0511	Conduct supervisory performance feedback sessions	89.47	1.09	.98	21.49	
K0489	Determine training requirements	89.47	1.09	.97	22.47	15
L0555	Write or indorse military performance reports	84.21	1.12	.94	23.41	
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	84.21	1.07	.90	24.31	
L0505	Assign personnel to work areas or duty positions	78.95	1.13	.90	25.21	
K0487	Conduct on-the-job training (OJT)	78.95	1.12	.88	26.09	
A0024	Log or suspense incoming correspondence	57.89	1.47	.85	26.94	20
K0497	Evaluate progress of trainees	78.95	1.08	.85	27.79	
K0488	Counsel trainees on training progress	84.21	1.00	.84	28.63	
K0499	Maintain training records or files	78.95	1.06	.83	29.47	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	84.21	.98	.83	30.30	

A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	73.68	1.12	.82	31.12	25
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Number of Members: 19

GP0006

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0504	Annotate time and attendance sheets for civilian employees	78.95	1.04	.82	31.94	
K0491	Develop training programs, plans, or procedures	78.95	1.02	.80	32.74	
A0026	Maintain office computer systems	57.89	1.39	.80	33.55	
K0496	Evaluate effectiveness of training programs, plans, or procedures	78.95	1.01	.80	34.34	
L0514	Counsel subordinates concerning personal matters	84.21	.93	.79	35.13	30
L0545	Prepare recommendation or non-recommendation retraining package	78.95	.99	.78	35.91	
L0521	Develop or establish work methods or procedures	78.95	.99	.78	36.70	
L0531	Evaluate personnel for compliance with performance standards	84.21	.92	.78	37.47	
H0427	Assign personnel to Unit Type Code (UTC) taskings	84.21	.92	.77	38.25	
H0426	Assign personnel to mobility or contingency positions	84.21	.92	.77	39.02	35
L0527	Establish performance standards for subordinates	84.21	.91	.77	39.79	
A0049	Sort and distribute incoming mail	63.16	1.21	.77	40.55	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	84.21	.91	.76	41.32	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	84.21	.89	.75	42.06	
L0550	Schedule personnel TDY assignments, leaves, or passes	84.21	.89	.75	42.81	40
L0539	Interview potential paralegal retrainees	73.68	1.00	.74	43.55	
L0537	Inspect personnel for compliance with military standards	84.21	.87	.73	44.28	
L0524	Draft or review budget requirements	68.42	1.06	.73	45.01	
L0535	Initiate personnel action requests	78.95	.89	.70	45.71	
H0460	Review UTC requirements	78.95	.89	.70	46.41	45
L0513	Conduct supervisory orientations for newly assigned personnel	78.95	.87	.69	47.10	
K0493	Develop or procure training materials or aids	73.68	.90	.66	47.76	
L0554	Write or indorse civilian performance appraisals	63.16	1.04	.66	48.42	
L0552	Write job or position descriptions	73.68	.89	.66	49.08	
L0522	Develop or establish work schedules	73.68	.89	.66	49.73	50
L0543	Plan layouts of facilities	73.68	.84	.62	50.35	
L0506	Assign sponsors for newly assigned personnel	73.68	.83	.61	50.96	
K0502	Process completed retraining package	63.16	.95	.60	51.56	
L0509	Conduct self-inspections or self-assessments	78.95	.76	.60	52.16	
K0503	Write training reports	42.11	1.38	.58	52.74	55
L0517	Develop organizational or functional charts	73.68	.77	.57	53.31	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	42.11	1.35	.57	53.88	
A0023	Inventory network resource allocation management system (NetRAMS)	68.42	.83	.57	54.45	
L0546	Review mobility, contingency, disaster preparedness, and unit emergency or alert plans	73.68	.76	.56	55.01	

F0311	Analyze claims management data listings or reports	52.63	1.04	.55	55.55	60
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	63.16	.86	.55	56.10	

Number of Members: 19

GP0006

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	73.68	.73	.54	56.64	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	68.42	.78	.53	57.17	
A0021	Inventory equipment or supplies	63.16	.83	.52	57.70	
A0012	Develop local office programs for computers, such as spreadsheets	68.42	.72	.49	58.19	65
L0542	Perform personnel hiring procedures	57.89	.83	.48	58.67	
L0519	Develop self-inspection or self-assessment program checklists	68.42	.69	.47	59.14	
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	68.42	.69	.47	59.62	
H0435	Coordinate mobility or contingency requirements with appropriate agencies	63.16	.73	.46	60.08	
J0478	Identify and report equipment or supply problems	57.89	.79	.46	60.54	70
I0471	Maintain administrative files	57.89	.79	.46	60.99	
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	63.16	.71	.45	61.44	
A0018	Follow up on submitted travel vouchers	73.68	.61	.45	61.89	
A0046	Schedule conferences	57.89	.77	.44	62.33	
L0529	Evaluate inspection report findings or inspection procedures	68.42	.64	.44	62.77	75
L0557	Write replies to inspection reports	68.42	.63	.43	63.20	
A0047	Schedule office appointments	73.68	.58	.43	63.63	
L0534	Implement safety or security programs	57.89	.73	.42	64.06	
H0438	Determine specific source of personnel requirements for deployment manning documents	47.37	.89	.42	64.48	
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	47.37	.89	.42	64.90	80
A0041	Refer clients to other supportive agencies	52.63	.80	.42	65.32	
L0512	Conduct safety inspections of equipment or facilities	57.89	.71	.41	65.73	
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	52.63	.78	.41	66.14	
L0510	Conduct staff assistance visits, inspections, or audits	57.89	.70	.41	66.55	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	57.89	.70	.40	66.95	85
A0042	Request building or grounds maintenance	57.89	.69	.40	67.36	
C0185	Prepare or review court-martial promulgating orders	52.63	.76	.40	67.76	
L0536	Initiate actions required due to substandard performance of personnel	68.42	.58	.40	68.16	
H0434	Coordinate exercise sourcing requirements with functional managers	47.37	.84	.40	68.56	
H0446	Participate in wing operations or exercise planning meetings	57.89	.69	.40	68.95	90

L0518	Develop resource protection programs	52.63	.74	.39	69.34
A0032	Prepare conference areas for briefings or meetings	63.16	.61	.38	69.72
H0450	Prepare Exercise Evaluation Team (EET) inputs	52.63	.73	.38	70.11

Number of Members: 19

GP0006

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0028	Make lodging or transportation arrangements	47.37	.80	.38	70.49	
H0437	Coordinate specific source of personnel requirements with appropriate agencies	42.11	.88	.37	70.86	95
B0110	Witness execution of wills	57.89	.64	.37	71.23	
H0425	Analyze issues, such as deployment, contracting, or fiscal law	42.11	.87	.37	71.60	
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	52.63	.69	.36	71.96	
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	42.11	.86	.36	72.32	
L0544	Prepare contract requests for tax services	47.37	.74	.35	72.67	100
I0472	Maintain or update status indicators, such as boards, graphs, or charts	42.11	.82	.34	73.02	
H0433	Coordinate deployment of personnel with other MAJCOMS or joint service commands	47.37	.73	.34	73.36	
K0494	Establish or maintain study reference files	42.11	.81	.34	73.70	
J0475	Coordinate maintenance of equipment with appropriate agencies	52.63	.64	.34	74.04	
B0111	Witness signing of legal documents	52.63	.64	.34	74.38	105
C0244	Review security forces blotters for potential disciplinary actions	31.58	1.05	.33	74.71	
I0469	Initiate requests for temporary duty (TDY) orders	42.11	.77	.32	75.03	
K0498	Inspect training materials or aids for operation or suitability	36.84	.85	.31	75.35	
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	47.37	.66	.31	75.66	
C0183	Prepare or review court-martial base activities reports	31.58	.98	.31	75.97	110
K0495	Evaluate training methods or techniques of instructors	36.84	.83	.31	76.28	
B0065	Notarize documents	52.63	.58	.31	76.58	
C0172	Prepare or review Article 15, UCMJ, base activity reports	31.58	.95	.30	76.88	
A0033	Prepare letters of appointment	52.63	.55	.29	77.17	
K0500	Personalize lesson plans	31.58	.86	.27	77.45	115
F0313	Approve claims	42.11	.64	.27	77.72	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	26.32	1.02	.27	77.99	
C0182	Prepare or review court-martial actions of convening authorities	31.58	.85	.27	78.25	
A0036	Process administrative orders	36.84	.71	.26	78.52	
F0362	Prepare or review claims activity reports	31.58	.82	.26	78.77	120
J0481	Maintain organizational equipment or supply records	36.84	.70	.26	79.03	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	42.11	.61	.26	79.29	
H0449	Prepare equipment for deployments	36.84	.67	.25	79.53	
B0100	Verify eligibility of clients for legal assistance	47.37	.52	.24	79.78	

Number of Members: 169

GP0037

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	29.65	29.66
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	23.44	53.10
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	21.07	74.18
B	PERFORMING CIVIL LAW ACTIVITIES	62	9.44	83.62
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	5.87	89.49
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	3.06	92.55
K	PERFORMING TRAINING ACTIVITIES	21	2.54	95.09
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.57	96.66
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.29	97.95
E	PERFORMING COURT REPORTING ACTIVITIES	18	1.03	98.98
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.97	99.95
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.05	100.00

Number of Members: 169

GP0037

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	84.02	2.11	1.77	1.77	
A0007	Compose or type administrative correspondence	81.66	2.13	1.74	3.51	
A0044	Retrieve data using computers	78.11	2.08	1.62	5.13	
A0038	Process incoming or outgoing electronic mail	63.91	1.60	1.02	6.15	
A0047	Schedule office appointments	62.13	1.40	.87	7.02	5
F0310	Adjudicate claims	34.91	2.15	.75	7.77	
A0041	Refer clients to other supportive agencies	67.46	1.10	.74	8.51	
C0140	Input AMJAMS data	41.42	1.77	.73	9.25	
B0110	Witness execution of wills	61.54	1.18	.73	9.97	
A0045	Review suspense dates	50.89	1.42	.72	10.70	10
A0049	Sort and distribute incoming mail	56.21	1.26	.71	11.40	
B0065	Notarize documents	71.01	.99	.70	12.11	
A0006	Compile statistical data	60.95	1.13	.69	12.80	
I0471	Maintain administrative files	37.87	1.78	.67	13.47	
B0086	Prepare or review powers of attorney	58.58	1.14	.67	14.14	15
A0048	Search directives, files, or legal references for information, such as opinions or decisions	53.85	1.24	.67	14.81	
B0111	Witness signing of legal documents	60.36	1.10	.66	15.47	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	57.40	1.15	.66	16.13	
F0319	Brief claimants on claims filing procedures	34.91	1.85	.65	16.77	
B0064	Maintain notary logs	66.86	.91	.61	17.38	20
B0053	Brief clients on powers of attorney	56.21	1.08	.61	17.99	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	31.95	1.86	.60	18.59	
F0316	Assert carrier recovery claims	33.73	1.75	.59	19.18	
F0314	Assemble claims files	33.73	1.71	.58	19.75	
B0109	Verify eligibility of clients for legal assistance	50.30	1.14	.57	20.33	25
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	34.32	1.67	.57	20.90	
A0030	Prepare briefings other than professional military	58.75	.82	.55	21.45	

	education (PME) briefings				
A0028	Make lodging or transportation arrangements	44.38	1.22	.54	21.99
C0139	Edit AMJAMS products	36.69	1.47	.54	22.53

Number of Members: 169

GP0037

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0024	Log or suspense incoming correspondence	42.01	1.27	.54	23.06	30
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	36.69	1.45	.53	23.59	
F0321	Conduct claims inspections	34.32	1.53	.53	24.12	
F0320	Close out claims	33.14	1.58	.52	24.64	
F0383	Process rebuttals from carriers	30.77	1.66	.51	25.15	
F0347	Prepare claims inspection memorandums	31.95	1.57	.50	25.65	35
A0008	Conduct client interviews, other than for preparation of simple wills	39.64	1.26	.50	26.15	
F0348	Prepare claims labels	32.54	1.52	.49	26.64	
F0380	Process personnel claims, other than for clothing	30.18	1.57	.47	27.12	
D0261	Prepare or review Article 15 responses	27.22	1.73	.47	27.59	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	32.54	1.40	.45	28.04	40
B0059	Conduct will executions	42.60	1.06	.45	28.50	
F0384	Process reconsiderations from claimants	33.14	1.36	.45	28.95	
C0120	Complete Article 15, UCMJ, processing checklist procedures	31.95	1.40	.45	29.39	
F0363	Prepare or review demand on carrier or contractor	30.18	1.47	.44	29.84	
A0026	Maintain office computer systems	33.73	1.31	.44	30.28	45
A0001	Administer client questionnaires	42.60	1.02	.43	30.71	
F0360	Prepare vouchers for payment of claims	31.36	1.38	.43	31.14	
A0011	Coordinate adverse actions with base agencies	35.50	1.22	.43	31.58	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	31.36	1.37	.43	32.01	
F0369	Process carrier recovery claims for settlements	28.99	1.47	.43	32.43	50
F0337	Perform follow-up actions on carrier recovery claims	28.40	1.50	.42	32.86	
C0175	Prepare or review Article 15, UCMJ, punishments	35.50	1.19	.42	33.28	
F0341	Perform follow-up actions on personnel claims	30.77	1.37	.42	33.70	
F0403	Verify identity of claimants	31.36	1.34	.42	34.12	
C0119	Compile Article 15, UCMJ, supportive evidence	28.99	1.44	.42	34.54	55
K0487	Conduct on-the-job training (OJT)	31.36	1.32	.41	34.95	
A0010	Conduct witness interviews	47.34	.86	.41	35.36	
F0324	Determine chapter for claims	30.77	1.28	.40	35.75	
B0051	Assist in preparation of legal assistance cards	40.24	.96	.39	36.14	
F0325	Determine claims jurisdiction	32.54	1.17	.38	36.52	60
F0344	Prepare carrier recovery claims for setoffs	30.18	1.26	.38	36.90	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	31.95	1.18	.38	37.28	
F0335	Perform claims legal research	28.99	1.30	.38	37.65	
C0121	Complete court-martial processing checklist procedures	34.91	1.06	.37	38.03	
F0322	Conduct claims investigations	30.18	1.22	.37	38.39	65
C0229	Request reports on individual personnel (RIPs)	37.28	.98	.36	38.76	
C0170	Prepare or review Article 15, UCMJ, appeal actions	35.50	1.01	.36	39.12	
A0018	Follow up on submitted travel vouchers	36.09	.99	.36	39.48	
A0021	Inventory equipment or supplies	38.46	.92	.35	39.83	
C0188	Prepare or review DD Form 458 (Change Sheet)	27.87	.82	.35	40.18	70

B0063	Maintain legal assistance records	28.99	1.21	.35	40.53
C0228	Request records of prior disciplinary actions	39.64	.88	.35	40.88

Number of Members: 169

GP0037

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	28.99	1.20	.35	41.23	
F0315	Assemble investigative files on potential claims	30.77	1.13	.35	41.58	
F0402	Transfer claims using AFCIMS	32.54	1.06	.34	41.92	75
C0118	Brief organizations on Article 15, UCMJ, procedures	29.59	1.15	.34	42.26	
C0179	Prepare or review Article 15, UCMJ, vacation actions	33.73	1.01	.34	42.60	
D0290	Schedule client appointments	26.63	1.27	.34	42.94	
F0372	Process claims payment vouchers	27.22	1.24	.34	43.28	
C0137	Draft charges and specifications for actions, other than court-martial actions	29.59	1.14	.34	43.62	80
A0025	Maintain law library resources	31.36	1.08	.34	43.96	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	23.67	1.42	.34	44.29	
C0148	Notify participants of courts-martial or boards	35.50	.94	.33	44.63	
C0163	Prepare trial folders	37.87	.88	.33	44.96	
C0178	Prepare or review Article 15, UCMJ, suspension actions	33.73	.99	.33	45.29	85
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	30.18	1.09	.33	45.62	
B0052	Assist in preparation of Legal Information Online System (LIONS)	30.18	1.09	.33	45.95	
A0015	Dispose of unclassified files	43.20	.75	.33	46.28	
C0123	Conduct First Term Airman Course (FTAC) briefings	31.36	1.03	.32	46.60	
F0340	Perform follow-up actions on incomplete mail-in claims	28.40	1.14	.32	46.92	90
C0235	Review charge sheets for accuracy and completeness	35.50	.91	.32	47.25	
F0395	Review completed claims files prior to payment	24.26	1.33	.32	47.57	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	29.59	1.08	.32	47.89	
A0032	Prepare conference areas for briefings or meetings	45.56	.70	.32	48.21	
F0381	Process personnel clothing claims	27.81	1.14	.32	48.52	95
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	26.63	1.18	.31	48.84	
F0365	Prepare or review settlement agreements	24.85	1.26	.31	49.15	
F0399	Review security forces blotters for potential claims	26.63	1.17	.31	49.47	
A0033	Prepare letters of appointment	39.05	.80	.31	49.78	
A0012	Develop local office programs for computers, such as spreadsheets	34.91	.89	.31	50.09	100
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	28.99	1.05	.31	50.40	
A0022	Inventory law library publications	30.77	.99	.30	50.70	
F0345	Prepare claimant instruction packets	29.59	1.02	.30	51.00	
F0374	Process federal tort claims	25.44	1.18	.30	51.30	
C0149	Perform military justice legal research	33.14	.90	.30	51.60	105
F0333	Maintain potential claims files	27.81	1.06	.30	51.89	
D0265	Prepare or review client responses for discharge actions	20.12	1.46	.29	52.19	
F0346	Prepare claims for transmittal	26.63	1.10	.29	52.48	
C0240	Review evidence to determine appropriateness for	27.22	1.07	.28	52.77	

	military justice actions					
C0243	Review RIPs for courts-martial	33.73	.85	.29	53.06	110
D0266	Prepare or review client statements	18.93	1.51	.29	53.35	

Number of Members: 169

GP0037

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	23.67	1.20	.29	53.63	
C0190	Prepare or review delay requests	33.73	.84	.28	53.92	
C0244	Review security forces blotters for potential disciplinary actions	27.22	1.04	.28	54.20	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	21.30	1.31	.28	54.48	115
C0253	Verify availability of court-martial or board members	30.18	.93	.28	54.76	
C0198	Prepare or review proposed court-martial member lists	31.95	.87	.28	55.04	
C0205	Process Article 15, UCMJ, appeal actions	26.63	1.04	.28	55.31	
C0176	Prepare or review Article 15, UCMJ, remission actions	31.36	.88	.28	55.59	
F0370	Process carrier recovery insurance claims	23.08	1.18	.27	55.86	120
F0311	Analyze claims management data listings or reports	24.26	1.12	.27	56.13	
C0238	Review court-martial or board member information	31.36	.87	.27	56.40	
C0151	Prepare administrative hold or release letters	31.95	.85	.27	56.67	
C0138	Draft charges and specifications for court-martial actions	29.59	.92	.27	56.95	
F0398	Review payments from claimants' insurers	26.63	1.02	.27	57.22	125
C0185	Prepare or review court-martial promulgating orders	30.18	.90	.27	57.49	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	24.26	1.11	.27	57.75	
D0255	Conduct initial reviews of adverse actions	19.53	1.37	.27	58.02	
C0155	Prepare courtrooms for proceedings	31.36	.84	.26	58.29	
C0227	Request military witnesses for courts-martial	33.14	.79	.26	58.55	130
C0207	Process computer-generated AMJAMS reports for distribution	25.44	1.02	.26	58.81	
A0013	Dispose of law library publications	30.77	.84	.26	59.07	
C0192	Prepare or review discovery requests	33.14	.78	.26	59.33	
F0361	Prepare and process unearned transportation charges	24.26	1.07	.26	59.59	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	24.85	1.03	.25	59.84	135
E0301	Mark exhibits	29.59	.86	.25	60.09	
C0233	Review AMJAMS strength reports	27.81	.91	.25	60.35	
A0023	Inventory network resource allocation management system (NetRAMS)	28.99	.87	.25	60.60	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	18.93	1.33	.25	60.85	
F0401	Suspense payment vouchers	21.89	1.15	.25	61.10	140
A0036	Process administrative orders	28.40	.88	.25	61.35	
D0263	Prepare or review case witness statements	20.12	1.23	.25	61.60	
C0184	Prepare or review court-martial convening orders	31.36	.79	.25	61.85	
F0312	Annotate claims funds logs	24.26	1.02	.25	62.09	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	31.36	.78	.24	62.34	145
C0246	Review unfavorable information files (UIFs)	28.40	.86	.24	62.58	
C0215	Process supportive documentation for appropriateness	21.88	1.11	.24	62.82	

	of Article 15, UCMJ, actions				
D0254	Compile investigative materials	26.63	.91	.24	63.07
C0177	Prepare or review Article 15, UCMJ, set aside actions	28.99	.83	.24	63.31

Number of Members: 169

GP0037

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0172	Prepare or review Article 15, UCMJ, base activity reports	24.26	.99	.24	63.55	150
L0541	Manage IMPAC card programs	18.34	1.30	.24	63.79	
C0230	Request witness fundings	28.40	.83	.24	64.02	
F0334	Negotiate claims settlements	19.53	1.20	.24	64.26	
B0066	Prepare miscellaneous legal reviews	21.89	1.07	.24	64.50	
C0231	Research charges and specifications for court-martial actions	28.99	.81	.23	64.73	155
F0331	Maintain claims funds logs	23.08	1.01	.23	64.96	
A0019	Hand-carry priority communications or documents to internal action offices	30.77	.76	.23	65.20	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	30.18	.77	.23	65.43	
C0225	Request civilian witnesses for courts-martial	30.18	.77	.23	65.66	
F0357	Prepare seven-point memorandums	22.49	1.03	.23	65.89	160
C0196	Prepare or review letters concerning submission of matters to convening authority	27.81	.83	.23	66.12	
C0193	Prepare or review flimsies	31.36	.73	.23	66.36	
C0212	Process post-trial materials submitted by accused	28.99	.79	.23	66.58	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	29.59	.77	.23	66.81	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	17.16	1.32	.23	67.04	165
C0174	Prepare or review Article 15, UCMJ, mitigation actions	26.63	.84	.22	67.26	
C0130	Coordinate witness fundings with appropriate agencies	28.99	.77	.22	67.48	
D0258	Establish eligibility of clients for defense services	17.75	1.25	.22	67.70	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	18.93	1.17	.22	67.93	
C0135	Distribute court-martial orders	29.59	.75	.22	68.15	170
K0499	Maintain training records or files	21.30	1.04	.22	68.37	
C0171	Prepare or review Article 15, UCMJ, appellate actions	24.85	.89	.22	68.59	
C0220	Procure court-martial or board members	24.26	.91	.22	68.81	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	13.61	1.62	.22	69.03	
C0136	Distribute court-martial records of trials to reviewing authorities	28.99	.76	.22	69.25	175
D0281	Prepare or review requests for delay actions	20.12	1.09	.22	69.47	
A0009	Conduct random spot-checks of law library	26.63	.82	.22	69.69	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	26.04	.83	.22	69.90	
C0210	Process discovery requests	28.40	.76	.22	70.12	
F0391	Procure statements in support of claims	17.16	1.24	.21	70.33	180
C0182	Prepare or review court-martial actions of convening authorities	24.85	.86	.21	70.55	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	27.81	.76	.21	70.76	

F0362	Prepare or review claims activity reports	21.89	.96	.21	70.97	
C0251	Suspense or follow up on military justice actions	24.85	.84	.21	71.18	
A0029	Post changes to publications	23.08	.90	.21	71.38	185

Number of Members: 169

GP0037

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0326	Develop claims checklists	23.08	.90	.21	71.59	
C0248	Serve records of trial on accused	26.04	.78	.20	71.80	
A0035	Prepare witness travel orders	26.04	.78	.20	72.00	
C0147	Monitor and report on special interest cases	26.63	.76	.20	72.20	
D0257	Coordinate individual case dockets with legal office or circuit courts	20.71	.97	.20	72.40	190
B0058	Conduct will briefings	23.08	.86	.20	72.60	
K0488	Counsel trainees on training progress	14.20	1.40	.20	72.80	
C0164	Prepare witness payment vouchers	26.63	.75	.20	73.00	
C0208	Process court-martial promulgating orders	26.04	.76	.20	73.20	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	24.26	.82	.20	73.40	195
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	25.44	.78	.20	73.59	
F0313	Approve claims	18.93	1.04	.20	73.79	
C0168	Prepare or review amendments to court-martial convening orders	27.22	.72	.20	73.99	
I0469	Initiate requests for temporary duty (TDY) orders	17.16	1.14	.20	74.18	
C0211	Process excess leave documentation	24.26	.81	.20	74.38	200
C0166	Prepare or process releases for court-martial or board members	24.26	.81	.20	74.57	
C0223	Procure and brief individuals for bailiff duties	28.99	.67	.19	74.77	
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	24.85	.78	.19	74.96	
F0317	Assert government (G) claims	21.89	.88	.19	75.15	
C0173	Prepare or review Article 15, UCMJ, decision letters	22.49	.85	.19	75.34	205
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	23.67	.80	.19	75.53	
L0516	Determine or establish work assignments or priorities	16.57	1.14	.19	75.72	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	26.04	.72	.19	75.91	
C0195	Prepare or review invitational travel orders	24.85	.76	.19	76.10	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	22.49	.82	.18	76.28	210
F0323	Coordinate claims with other investigative agencies	21.89	.84	.18	76.47	
C0217	Process witness payment vouchers	24.26	.75	.18	76.65	
C0222	Procure physical evidence for trials	26.63	.68	.18	76.83	
D0264	Prepare or review client assistance records	12.43	1.45	.18	77.01	
C0204	Prepare or review supplementary court-martial orders	20.71	.86	.18	77.19	215
A0014	Dispose of obsolete or excess publications, other than law library	24.85	.71	.18	77.36	
B0054	Compile administrative involuntary discharge files	14.20	1.24	.18	77.54	
C0156	Prepare excess leave documentation	26.04	.68	.18	77.72	
J0478	Identify and report equipment or supply problems	20.71	.85	.18	77.89	
A0027	Maintain suspense files of newly purchased materials	18.34	.95	.17	78.07	220
C0150	Perform trial team member activities	20.12	.86	.17	78.24	

C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	21.89	.78	.17	78.41
C0116	Assist with pretrial confinement hearings	26.63	.63	.17	78.58

Number of Members: 169

GP0037

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0162	Prepare sentencing worksheets	25.44	.65	.17	78.75	
F0338	Perform follow-up actions on G claims	18.34	.91	.17	78.91	225
K0489	Determine training requirements	15.38	1.08	.17	79.08	
K0497	Evaluate progress of trainees	8.28	1.99	.16	79.24	
D0272	Prepare or review office activity reports	14.79	1.10	.16	79.41	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	18.93	.86	.16	79.57	
B0075	Prepare or review general investigative reports	19.53	.82	.16	79.73	230
C0126	Coordinate individual case dockets with defense council circuit	17.16	.93	.16	79.89	

Number of Members: 75

GP0038

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	25.23	25.24
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	20.32	45.56
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	18.13	63.69
B	PERFORMING CIVIL LAW ACTIVITIES	62	17.52	81.21
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	4.38	85.59
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	3.71	89.30
K	PERFORMING TRAINING ACTIVITIES	21	2.89	92.19
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	2.36	94.56
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.84	96.40
E	PERFORMING COURT REPORTING ACTIVITIES	18	1.47	97.87
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.42	99.30
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.70	100.00

Number of Members: 75

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Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0007	Compose or type administrative correspondence	77.33	2.44	1.89	1.89	
A0002	Answer customer service telephone calls	81.33	2.18	1.78	3.66	
A0044	Retrieve data using computers	74.67	2.24	1.67	5.33	
B0065	Notarize documents	89.33	1.59	1.42	6.75	
B0064	Maintain notary logs	86.67	1.50	1.30	8.06	5
B0110	Witness execution of wills	68.00	1.72	1.17	9.23	
B0053	Brief clients on powers of attorney	74.67	1.56	1.16	10.39	
B0086	Prepare or review powers of attorney	76.00	1.48	1.12	11.51	
B0111	Witness signing of legal documents	69.33	1.61	1.11	12.63	
A0038	Process incoming or outgoing electronic mail	61.33	1.75	1.07	13.70	10
A0006	Compile statistical data	58.67	1.62	.95	14.65	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	58.67	1.38	.81	15.46	
B0109	Verify eligibility of clients for legal assistance	57.33	1.35	.78	16.24	
A0030	Prepare briefings, other than professional military education (PME) briefings	64.00	1.21	.77	17.01	
I0471	Maintain administrative files	41.33	1.80	.75	17.75	15
A0045	Review suspense dates	53.33	1.39	.74	18.50	
B0059	Conduct will executions	53.33	1.38	.73	19.23	
A0041	Refer clients to other supportive agencies	57.33	1.25	.72	19.95	
B0063	Maintain legal assistance records	42.67	1.66	.71	20.66	
B0052	Assist in preparation of Legal Information Online System (LIONS)	45.33	1.55	.70	21.36	20
C0175	Prepare or review Article 15, UCMJ, punishments	33.33	1.91	.64	22.00	
A0011	Coordinate adverse actions with base agencies	38.67	1.64	.63	22.63	
B0051	Assist in preparation of legal assistance cards	41.33	1.51	.62	23.25	
F0310	Adjudicate claims	29.33	2.07	.61	23.86	
F0314	Assemble claims files	29.33	1.99	.58	24.44	25
A0047	Schedule office appointments	53.33	1.06	.56	25.00	
A0024	Log or suspense incoming correspondence	41.33	1.34	.55	25.56	
F0316	Assess carrier recovery claims	28.00	1.06	.55	26.11	

A0008	Conduct client interviews, other than for preparation of simple wills	49.33	1.08	.53	26.64	
B0058	Conduct will briefings	36.00	1.45	.52	27.16	30

Number of Members: 75

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0120	Complete Article 15, UCMJ, processing checklist procedures	32.00	1.58	.50	27.66	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	30.67	1.64	.50	28.17	
C0170	Prepare or review Article 15, UCMJ, appeal actions	33.33	1.50	.50	28.67	
F0319	Brief claimants on claims filing procedures	28.00	1.75	.49	29.16	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	14.67	3.32	.49	29.64	35
A0049	Sort and distribute incoming mail	50.67	.94	.48	30.12	
C0176	Prepare or review Article 15, UCMJ, remission actions	30.67	1.56	.48	30.60	
C0177	Prepare or review Article 15, UCMJ, set aside actions	30.67	1.56	.48	31.08	
C0179	Prepare or review Article 15, UCMJ, vacation actions	33.33	1.43	.48	31.56	
F0383	Process rebuttals from carriers	28.00	1.63	.46	32.01	40
C0140	Input AMJAMS data	32.00	1.42	.45	32.47	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	29.33	1.54	.45	32.92	
C0171	Prepare or review Article 15, UCMJ, appellate actions	30.67	1.44	.44	33.36	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	24.00	1.83	.44	33.80	
F0337	Perform follow-up actions on carrier recovery claims	26.67	1.65	.44	34.24	45
F0348	Prepare claims labels	28.00	1.55	.43	34.68	
A0001	Administer client questionnaires	46.67	.93	.43	35.11	
K0487	Conduct on-the-job training (OJT)	36.00	1.19	.43	35.54	
B0066	Prepare miscellaneous legal reviews	32.00	1.34	.43	35.97	
C0178	Prepare or review Article 15, UCMJ, suspension actions	30.67	1.39	.43	36.39	50
A0028	Make lodging or transportation arrangements	44.00	.96	.42	36.81	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	41.33	1.02	.42	37.23	
C0246	Review unfavorable information files (UIFs)	32.00	1.31	.42	37.65	
F0320	Close out claims	26.67	1.56	.42	38.07	
B0054	Compile administrative involuntary discharge files	26.67	1.55	.41	38.48	55
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	22.67	1.82	.41	38.90	
C0172	Prepare or review Article 15, UCMJ, base activity reports	25.33	1.60	.40	39.30	
F0403	Verify identity of claimants	28.00	1.44	.40	39.71	
F0347	Prepare claims inspection memorandums	28.00	1.41	.40	40.10	
C0119	Compile Article 15, UCMJ, supportive evidence	33.33	1.18	.39	40.50	60
F0321	Conduct claims inspections	29.33	1.34	.39	40.89	
F0380	Process personnel claims, other than for clothing	24.00	1.59	.38	41.27	
C0118	Brief organizations on Article 15, UCMJ, procedures	34.67	1.09	.38	41.65	
F0369	Process carrier recovery claims for settlements	25.33	1.48	.38	42.02	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	26.67	1.40	.37	42.39	65
C0173	Prepare or review Article 15, UCMJ, decision letters	26.67	1.40	.37	42.77	
F0341	Perform follow-up actions on personnel claims	26.67	1.38	.37	43.14	
A0021	Inventory equipment or supplies	33.33	1.10	.37	43.50	
F0350	Prepare DD Forms 1840/1840B (Joint Statement of Loss)	25.33	1.44	.37	43.87	

C0112	or Damage at Delivery) Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	30.67	1.19	.36	44.23	70
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Number of Members: 75

GP0038

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0384	Process reconsiderations from claimants	26.67	1.33	.35	44.59	
A0015	Dispose of unclassified files	36.00	.98	.35	44.94	
F0315	Assemble investigative files on potential claims	25.33	1.39	.35	45.29	
D0261	Prepare or review Article 15 responses	24.00	1.44	.35	45.63	
F0360	Prepare vouchers for payment of claims	24.00	1.43	.34	45.98	75
F0335	Perform claims legal research	22.67	1.49	.34	46.32	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	36.00	.94	.34	46.65	
A0010	Conduct witness interviews	40.00	.84	.34	46.99	
F0402	Transfer claims using AFCIMS	25.33	1.30	.33	47.32	
F0395	Review completed claims files prior to payment	22.67	1.45	.33	47.65	80
F0346	Prepare claims for transmittal	25.33	1.25	.32	47.96	
B0076	Prepare or review legal assistance reports	22.67	1.36	.31	48.27	
F0372	Process claims payment vouchers	22.67	1.36	.31	48.58	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	24.00	1.28	.31	48.89	
A0026	Maintain office computer systems	26.67	1.15	.31	49.20	85
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	18.67	1.64	.31	49.50	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	25.33	1.20	.31	49.81	
A0033	Prepare letters of appointment	41.33	.73	.30	50.11	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	25.33	1.19	.30	50.41	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	22.67	1.30	.29	50.70	90
F0363	Prepare or review demand on carrier or contractor	22.67	1.30	.29	51.00	
H0431	Conduct LOAC briefings	24.00	1.22	.29	51.29	
A0032	Prepare conference areas for briefings or meetings	38.67	.76	.29	51.58	
A0012	Develop local office programs for computers, such as spreadsheets	29.33	.98	.29	51.87	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	29.33	.98	.29	52.16	95
C0137	Draft charges and specifications for actions, other than court-martial actions	26.67	1.06	.28	52.44	
F0344	Prepare carrier recovery claims for setoffs	24.00	1.18	.28	52.72	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	29.33	.96	.28	53.01	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	26.67	1.06	.28	53.29	
B0088	Prepare or review preventive law handbook factsheets	20.00	1.38	.28	53.56	100
F0324	Determine chapter for claims	26.67	1.02	.27	53.84	
A0019	Hand-carry priority communications or documents to internal action offices	29.33	.92	.27	54.11	
B0056	Conduct preventive law briefings	24.00	1.12	.27	54.38	
F0322	Conduct claims investigations	25.33	1.06	.27	54.65	
C0244	Review security forces blotters for potential	28.33	.82	.27	54.91	105

	disciplinary actions				
C0236	Review completed Article 15, UCMJ, actions for	26.67	1.01	.27	55.18
	administrative accuracy and legal sufficiency				

Number of Members: 75

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0205	Process Article 15, UCMJ, appeal actions	25.33	1.06	.27	55.45	
C0139	Edit AMJAMS products	28.00	.95	.27	55.72	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	25.33	1.04	.26	55.98	
B0071	Prepare documentation for off-duty employment applications	25.33	1.04	.26	56.24	110
F0345	Prepare claimant instruction packets	25.33	1.01	.26	56.50	
C0155	Prepare courtrooms for proceedings	30.67	.83	.25	56.76	
F0313	Approve claims	18.67	1.36	.25	57.01	
C0132	Develop Article 15, UCMJ, processing checklists	26.67	.95	.25	57.26	
F0312	Annotate claims funds logs	22.67	1.10	.25	57.51	115
B0105	Review legal reviews of off-duty employment	20.00	1.24	.25	57.76	
C0121	Complete court-martial processing checklist procedures	29.33	.84	.25	58.01	
B0075	Prepare or review general investigative reports	28.00	.88	.25	58.25	
F0361	Prepare and process unearned transportation charges	21.33	1.15	.24	58.50	
F0325	Determine claims jurisdiction	26.67	.92	.24	58.74	120
B0080	Prepare or review legal reviews of fundraising activities	16.00	1.49	.24	58.98	
C0229	Request reports on individual personnel (RIPs)	28.00	.84	.24	59.22	
D0290	Schedule client appointments	18.67	1.26	.23	59.45	
F0333	Maintain potential claims files	22.67	1.02	.23	59.68	
J0478	Identify and report equipment or supply problems	28.00	.82	.23	59.91	125
C0233	Review AMJAMS strength reports	24.00	.95	.23	60.14	
F0399	Review security forces blotters for potential claims	20.00	1.13	.23	60.37	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	18.67	1.19	.22	60.59	
L0537	Inspect personnel for compliance with military standards	17.33	1.28	.22	60.81	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	20.00	1.10	.22	61.03	130
F0311	Analyze claims management data listings or reports	21.33	1.03	.22	61.25	
F0340	Perform follow-up actions on incomplete mail-in claims	21.33	1.03	.22	61.47	
J0481	Maintain organizational equipment or supply records	18.67	1.16	.22	61.69	
F0381	Process personnel clothing claims	21.33	.99	.21	61.90	
K0499	Maintain training records or files	17.33	1.22	.21	62.11	135
A0027	Maintain suspense files of newly purchased materials	14.67	1.43	.21	62.32	
C0207	Process computer-generated AMJAMS reports for distribution	24.00	.87	.21	62.53	
C0180	Prepare or review certificates of correction	12.00	1.74	.21	62.74	
D0258	Establish eligibility of clients for defense services	16.00	1.29	.21	62.95	
L0516	Determine or establish work assignments or priorities	17.33	1.19	.21	63.15	140
A0018	Follow up on submitted travel vouchers	22.67	.91	.21	63.36	
K0489	Determine training requirements	17.33	1.18	.21	63.56	
F0331	Maintain claims funds logs	20.00	1.00	.20	63.77	
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	22.67	.88	.20	63.96	

C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	21.33	.93	.20	64.16	145
C0235	Review charge sheets for accuracy and completeness	28.00	.71	.20	64.36	

Number of Members: 75

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0081	Prepare or review legal reviews of private organizations	14.67	1.35	.20	64.56	
E0301	Mark exhibits	28.00	.71	.20	64.76	
C0130	Coordinate witness fundings with appropriate agencies	25.33	.78	.20	64.95	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	20.00	.98	.20	65.15	150
C0123	Conduct First Term Airman Course (FTAC) briefings	28.00	.70	.20	65.35	
C0149	Perform military justice legal research	26.67	.73	.19	65.54	
C0144	Monitor status of DUI violations	22.67	.86	.19	65.73	
C0151	Prepare administrative hold or release letters	28.00	.69	.19	65.93	
K0497	Evaluate progress of trainees	13.33	1.43	.19	66.12	155
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	16.00	1.19	.19	66.31	
B0078	Prepare or review legal reviews of reports of survey	14.67	1.29	.19	66.50	
H0452	Prepare LOAC reports	12.00	1.58	.19	66.69	
C0227	Request military witnesses for courts-martial	28.00	.67	.19	66.87	
C0228	Request records of prior disciplinary actions	26.67	.70	.19	67.06	160
C0148	Notify participants of courts-martial or boards	26.67	.69	.18	67.24	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	14.67	1.25	.18	67.43	
K0500	Personalize lesson plans	13.33	1.37	.18	67.61	
C0138	Draft charges and specifications for court-martial actions	24.00	.76	.18	67.79	
L0541	Manage IMPAC card programs	12.00	1.51	.18	67.97	165
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	20.00	.91	.18	68.16	
C0146	Monitor victim and witness assistance program (VWAP)	21.33	.84	.18	68.34	
H0441	Evaluate compliance with LOAC	9.33	1.92	.18	68.52	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	20.00	.90	.18	68.69	
K0488	Counsel trainees on training progress	14.67	1.22	.18	68.87	170
J0475	Coordinate maintenance of equipment with appropriate agencies	20.00	.89	.18	69.05	
B0087	Prepare or review preventive law bulletins	16.00	1.11	.18	69.23	
B0073	Prepare or review barment documents	21.33	.83	.18	69.41	
C0251	Suspense or follow up on military justice actions	24.00	.74	.18	69.59	
F0398	Review payments from claimants' insurers	17.33	1.02	.18	69.76	175
L0521	Develop or establish work methods or procedures	16.00	1.10	.18	69.94	
A0023	Inventory network resource allocation management system (NetRAMS)	21.33	.82	.18	70.11	
C0192	Prepare or review discovery requests	28.00	.63	.18	70.29	
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	20.00	.88	.18	70.47	
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	22.67	.77	.17	70.64	180

C0147	Monitor and report on special interest cases	22.67	.76	.17	70.81
A0036	Process administrative orders	24.00	.72	.17	70.99

Number of Members: 75

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	28.00	.61	.17	71.16	
D0276	Prepare or review post-trial clemency evaluations	17.33	.98	.17	71.33	
A0042	Request building or grounds maintenance	21.33	.80	.17	71.50	185
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	18.67	.91	.17	71.67	
D0266	Prepare or review client statements	16.00	1.06	.17	71.84	
C0122	Conduct Article 137, UCMJ, briefings	25.33	.67	.17	72.01	
D0254	Compile investigative materials	24.00	.70	.17	72.18	
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	12.00	1.41	.17	72.34	190
K0491	Develop training programs, plans, or procedures	12.00	1.41	.17	72.51	
L0534	Implement safety or security programs	13.33	1.26	.17	72.68	
C0131	Copy records of trial	25.33	.66	.17	72.85	
F0326	Develop claims checklists	20.00	.83	.17	73.01	
A0025	Maintain law library resources	24.00	.69	.17	73.18	195
F0334	Negotiate claims settlements	17.33	.95	.16	73.34	
K0494	Establish or maintain study reference files	13.33	1.22	.16	73.51	
C0163	Prepare trial folders	25.33	.64	.16	73.67	
F0362	Prepare or review claims activity reports	16.00	1.01	.16	73.83	
K0493	Develop or procure training materials or aids	13.33	1.20	.16	73.99	200
H0443	Maintain mobility equipment or supplies	17.33	.92	.16	74.15	
D0255	Conduct initial reviews of adverse actions	21.33	.75	.16	74.31	
A0022	Inventory law library publications	24.00	.66	.16	74.47	
C0127	Coordinate preferral of charges on pretrial confinees with commanders	22.67	.69	.16	74.62	
C0225	Request civilian witnesses for courts-martial	22.67	.69	.16	74.78	205
D0265	Prepare or review client responses for discharge actions	14.67	1.06	.16	74.93	
A0035	Prepare witness travel orders	25.33	.61	.15	75.09	
F0391	Procure statements in support of claims	16.00	.97	.15	75.24	
B0062	Interview clients for preparation of simple wills	12.00	1.28	.15	75.40	
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	14.67	1.04	.15	75.55	210
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	24.00	.64	.15	75.70	
C0240	Review evidence to determine appropriateness for military justice actions	21.33	.71	.15	75.85	
B0090	Prepare or review preventive law newspaper articles	17.33	.86	.15	76.00	
A0003	Brief or assist clients in filing electronic income tax returns	14.67	1.02	.15	76.15	
C0136	Distribute court-martial records of trials to reviewing authorities	25.33	.58	.15	76.30	215
C0135	Distribute court-martial orders	24.00	.61	.15	76.45	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	24.00	.61	.15	76.59	

K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	8.00	1.82	.15	76.74
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Number of Members: 75

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0089	Prepare or review preventive law newsletters	17.33	.84	.15	76.89	
C0243	Review RIPs for courts-martial	24.00	.60	.14	77.03	220
C0126	Coordinate individual case dockets with defense council circuit	18.67	.77	.14	77.17	
C0190	Prepare or review delay requests	25.33	.56	.14	77.31	
L0509	Conduct self-inspections or self-assessments	20.00	.71	.14	77.46	
L0514	Counsel subordinates concerning personal matters	12.00	1.18	.14	77.60	
C0195	Prepare or review invitational travel orders	21.33	.66	.14	77.74	225
F0323	Coordinate claims with other investigative agencies	18.67	.75	.14	77.88	
D0269	Prepare or review deferment of forfeitures or reduction in grade	17.33	.81	.14	78.02	
C0166	Prepare or process releases for court-martial or board members	24.00	.58	.14	78.16	
F0401	Suspense payment vouchers	14.67	.95	.14	78.30	
C0222	Procure physical evidence for trials	21.33	.65	.14	78.44	230
C0220	Procure court-martial or board members	22.67	.62	.14	78.58	
F0370	Process carrier recovery insurance claims	13.33	1.05	.14	78.72	
F0357	Prepare seven-point memorandums	14.67	.95	.14	78.86	
C0223	Procure and brief individuals for bailiff duties	24.00	.57	.14	78.99	
A0004	Brief or assist clients on preparation of income tax returns	12.00	1.15	.14	79.13	235
C0248	Serve records of trial on accused	24.00	.57	.14	79.27	
C0193	Prepare or review flimsies	24.00	.57	.14	79.41	
B0074	Prepare or review dependent misconduct actions	12.00	1.14	.14	79.54	
D0264	Prepare or review client assistance records	12.00	1.14	.14	79.68	
F0365	Prepare or review settlement agreements	14.67	.93	.14	79.81	240
C0150	Perform trial team member activities	22.67	.60	.14	79.95	

Report Option Table for Modules

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Report Option Table for Tasks

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Description of Reported Module Factors

Col	Factor	Source vector	Title	Number Members	----- Mean	Based on All Tasks Within Range S.D.	Max	Min	----- Valid
1	TITLE		Module Statement						

Description of Reported Task Factors

1	TITLE		Task Statement						
2	F0003	GP0003/PMP	All Active Duty Airmen with DAFSC 5J031	34	17.26	15.80	79.41	.00	557
3	F0004	GP0004/PMP	All Active Duty Airmen with DAFSC 5J051	244	17.19	14.15	83.20	.00	557
4	F0005	GP0005/PMP	All Active Duty Airmen with DAFSC 5J071	169	20.46	16.13	88.76	.00	557
5	F0006	GP0006/PMP	All Active Duty Airmen with DAFSC 5J091	19	21.08	26.04	89.47	.00	557
6	F0037	GP0037/PMP	All DAFSC 5J051 AD Amn in CONUS	169	17.31	14.57	84.02	.00	557
7	F0038	GP0038/PMP	All DAFSC 5J051 AD Amn Overseas	75	16.91	13.87	89.33	.00	557
8	F0076	TF0001/RMN	5J0X1 Training Emphasis Ratings	36	3.33	1.62	7.56	.31	557
9	F0077	TF0001/SMN	5J0X1 Task Difficulty Ratings	39	5.00	1.00	7.38	.73	557
10	F0078	TF0001/FGN	5J0X1 Automated Training Indicators	0	5.58	4.30	18.00	1.00	543

AFSC 5J0X1 tasks are presented in USAF Job Inventory order under Duty headings.

The percent of DAFSC and CONUS/O'Seas group members performing each task, as well as task difficulty and training emphasis ratings, are presented to the right of each task.

Note that tasks are listed in alphabetical order under each Duty heading so that tasks may be easily located and cross-referenced. Differences between groups may be highlighted where there are large differences in percent members performing each task across the various groups.

D										
T Tsk		3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
Y Nbr	Task Title	LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
A	PERFORMING GENERAL PARALEGAL ACTIVITIES									
A0001	Administer client questionnaires	41	44	35	11	43	47	1.39	.73	4
A0002	Answer customer service telephone calls	79	83	82	74	84	81	3.53	2.84	8
A0003	Brief or assist clients in filing electronic income tax returns	3	10	17	16	8	15	2.11	6.12	2
A0004	Brief or assist clients on preparation of income tax returns	3	8	15	11	7	12	2.03	6.68	2
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	0	2	8	5	1	4	1.03	7.22	2
A0006	Compile statistical data	47	60	78	89	61	59	1.64	4.58	16
A0007	Compose or type administrative correspondence	71	80	86	89	82	77	4.75	3.29	8
A0008	Conduct client interviews, other than for preparation of simple wills	35	43	37	21	40	49	3.72	4.60	15
A0009	Conduct random spot-checks of law library	6	26	22	47	27	24	2.50	3.05	1
A0010	Conduct witness interviews	35	45	30	16	47	40	3.72	5.51	15
A0011	Coordinate adverse actions with base agencies	24	36	31	37	36	39	3.31	4.62	14
A0012	Develop local office programs for computers, such as spreadsheets	26	33	44	68	35	29	1.61	5.80	2
A0013	Dispose of law library publications	6	28	18	11	31	23	2.47	3.19	1
A0014	Dispose of obsolete or excess publications, other than law library	6	24	21	11	25	21	2.36	2.98	1
A0015	Dispose of unclassified files	21	41	46	26	43	36	2.33	2.38	4
A0016	Establish law library publications checkout procedures	0	17	13	5	18	15	1.72	2.03	1
A0017	Establish reading files	6	16	33	47	17	16	1.14	1.58	1
A0018	Follow up on submitted travel vouchers	21	32	49	74	36	23	1.78	2.80	1
A0019	Hand-carry priority communications or documents to internal action offices	24	30	50	42	31	29	1.39	1.21	1
A0020	Initiate requisitions for equipment, supplies, forms, or publications	24	32	51	68	30	36	1.31	4.07	2
A0021	Inventory equipment or supplies	29	37	48	63	38	33	1.08	2.80	1
A0022	Inventory law library publications	3	28	15	16	31	24	2.22	2.84	1

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D		3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
T Tsk		LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
Y Nbr	Task Title									
A0023	Inventory network resource allocation management system (NetRAMS)	12	27	34	68	29	21	2.11	3.44	1
A0024	Log or suspense incoming correspondence	24	42	57	58	42	41	3.06	2.53	4
A0025	Maintain law library resources	6	29	15	0	31	24	2.11	3.29	1
A0026	Maintain office computer systems	35	32	41	58	34	27	2.28	6.12	2
A0027	Maintain suspense files of newly purchased materials	18	17	28	26	18	15	1.39	3.21	1
A0028	Make lodging or transportation arrangements	47	44	51	47	44	44	1.69	2.46	4
A0029	Post changes to publications	9	23	20	16	23	23	3.06	2.65	1
A0030	Prepare briefings, other than professional military education (PME) briefings	44	61	72	79	60	64	1.75	4.90	16
A0031	Prepare certificates of transfer	18	18	15	5	18	17	1.67	3.07	1
A0032	Prepare conference areas for briefings or meetings	47	43	60	63	46	39	1.69	2.11	4
A0033	Prepare letters of appointment	35	40	62	53	39	41	2.25	2.23	4
A0034	Prepare status reports on receipt or nonreceipt of publications	0	10	9	11	9	12	1.19	2.98	1
A0035	Prepare witness travel orders	44	26	25	11	26	25	4.75	4.46	15
A0036	Process administrative orders	32	27	46	37	28	24	4.17	4.68	7
A0037	Process congressional or high-level inquiries	3	6	15	26	5	8	1.94	5.88	2
A0038	Process incoming or outgoing electronic mail	59	63	77	89	64	61	3.44	2.89	8
A0039	Procure nonstandard office supplies, such as foreign publications	6	4	13	11	2	7	.78	4.07	2
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	24	24	37	42	24	25	1.97	3.53	1
A0041	Refer clients to other supportive agencies	53	64	67	53	67	57	3.83	3.75	8
A0042	Request building or grounds maintenance	15	20	43	58	20	21	.83	2.65	1
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	44	52	61	74	57	41	5.42	4.03	12
A0044	Retrieve data using computers	76	77	89	84	78	75	5.19	4.03	18
A0045	Review suspense dates	56	52	73	89	51	53	2.19	2.34	4
A0046	Schedule conferences	18	20	40	58	20	23	.69	2.53	1
A0047	Schedule office appointments	47	59	60	74	62	53	2.53	2.11	6
A0048	Search directives, files, or legal references for information, such as opinions or decisions	41	55	66	74	54	59	5.64	5.59	12
A0049	Sort and distribute incoming mail	44	55	63	63	56	51	2.06	1.79	4

B	PERFORMING CIVIL LAW ACTIVITIES									
B0050	Assist in aircraft or missile mishap investigations	9	7	8	5	6	11	2.92	6.21	2
B0051	Assist in preparation of legal assistance cards	26	41	37	11	40	41	4.11	2.11	5
B0052	Assist in preparation of Legal Information Online System (LIONS)	26	35	36	26	30	45	4.69	3.28	5
B0053	Brief clients on powers of attorney	38	62	65	47	56	75	5.33	3.34	13
B0054	Compile administrative involuntary discharge files	18	18	17	5	14	27	3.69	5.34	7
B0055	Conduct internal investigations concerning environmental law issues	0	1	2	0	1	0	1.17	6.86	2
B0056	Conduct preventive law briefings	18	18	24	16	15	24	2.50	4.01	2

B0057	Conduct surveys concerning environmental law issues	0	1	1	0	1	3	.89	6.01	2
B0058	Conduct will briefings	26	27	34	37	23	36	3.00	4.08	2

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D										
T Tsk										
Y Nbr	Task Title	3- LVL	5- LVL	7- LVL	9- LVL	CON US	OV SEA	TNG EMP	TSK DIF	ATI
B0059	Conduct will executions	38	46	54	42	43	53	3.36	3.73	5
B0060	Conduct external investigations concerning environmental law issues	0	0	1	0	1	0	1.28	6.66	****
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	0	2	5	0	2	1	2.33	4.97	2
B0062	Interview clients for preparation of simple wills	6	13	21	11	14	12	2.89	4.25	2
B0063	Maintain legal assistance records	15	33	31	16	29	43	3.50	2.65	3
B0064	Maintain notary logs	53	73	70	42	67	87	3.56	2.61	8
B0065	Notarize documents	56	77	74	53	71	89	4.33	3.64	8
B0066	Prepare miscellaneous legal reviews	21	25	37	21	22	32	3.69	5.25	7
B0067	Prepare simple wills	9	12	17	16	14	9	3.78	5.40	7
B0068	Prepare support documents for special security files	3	2	3	0	1	4	1.19	5.20	2
B0069	Prepare wills with trusts	3	3	4	0	3	4	1.72	7.38	2
B0070	Prepare and review responses concerning environmental law issues	0	1	2	0	1	3	1.36	6.92	2
B0071	Prepare documentation for off-duty employment applications	6	18	27	26	14	25	2.83	3.30	1
B0072	Prepare or process documentation for decredentiaing boards	0	2	1	0	2	0	.89	6.43	2
B0073	Prepare or review barment documents	6	14	13	11	11	21	2.89	4.68	2
B0074	Prepare or review dependent misconduct actions	3	7	9	5	5	12	2.64	4.97	2
B0075	Prepare or review general investigative reports	21	22	18	16	20	28	2.33	5.03	2
B0076	Prepare or review legal assistance reports	12	14	28	32	11	23	3.25	4.13	2
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	9	11	16	5	10	15	3.58	5.61	7
B0078	Prepare or review legal reviews of reports of survey	6	9	17	11	7	15	3.39	5.69	7
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	18	19	20	11	17	23	3.53	5.66	7
B0080	Prepare or review legal reviews of fundraising activities	6	9	18	11	5	16	3.00	5.53	2
B0081	Prepare or review legal reviews of private organizations	6	8	17	5	5	15	3.08	5.74	2
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	9	8	14	5	7	11	3.42	6.15	7
B0083	Prepare or review letters requesting financial disclosure statements	9	4	11	5	3	7	1.50	5.49	2
B0084	Prepare or review litigation reports	6	3	6	0	3	4	1.61	6.75	2
B0085	Prepare or review magistrate court documents	3	5	4	11	4	9	2.56	6.02	2
B0086	Prepare or review powers of attorney	53	64	68	37	59	76	5.28	4.05	18
B0087	Prepare or review preventive law bulletins	9	9	15	5	7	16	2.25	4.31	2
B0088	Prepare or review preventive law handbook factsheets	6	11	15	5	7	20	1.67	4.37	2
B0089	Prepare or review preventive law newsletters	3	8	14	21	4	17	2.14	4.25	2
B0090	Prepare or review preventive law newspaper articles	3	11	20	26	9	17	2.64	4.19	2
B0091	Prepare or review revocation documents	0	6	8	0	4	11	1.58	4.18	2
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints	9	4	5	5	4	5	3.56	5.74	7
B0093	Process civilian real estate reimbursement claims	3	4	5	0	5	1	1.36	6.58	2

B0094	Process contracts	3	1	2	0	1	3	1.69	7.12	2
B0095	Process dependent misconduct actions	3	5	3	0	4	7	2.14	5.31	2
B0096	Process financial disclosure statements	3	3	7	0	3	3	1.50	5.39	2

D		3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
T Tsk		LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
Y Nbr	Task Title									
B0097	Process FOIA or Privacy Act requests	9	7	10	11	7	8	3.64	5.76	7
B0098	Process general investigative reports	9	10	12	11	7	17	2.47	5.49	2
B0099	Process requests for release of military personnel to civilian authorities	6	2	4	0	1	4	1.89	5.55	2
B0100	Process revocation actions	3	5	5	0	4	8	1.92	5.19	2
B0101	Process special security files	0	2	1	0	1	5	1.06	5.45	2
B0102	Procure board members for administrative discharge boards	9	10	7	0	8	15	3.25	4.71	2
B0103	Provide administrative support for flying evaluation boards (FEBs)	3	4	2	5	2	7	1.14	5.46	2
B0104	Provide support for administrative discharge boards	12	18	15	11	18	19	3.89	5.16	7
B0105	Review legal reviews of off-duty employment	9	11	17	21	8	20	2.44	4.03	2
B0106	Review special security files	3	2	3	0	1	5	.94	4.82	2
B0107	Schedule military law seminars	0	4	11	11	3	7	.97	3.88	1
B0108	Serve as assistant government representative during administrative discharge boards	0	2	2	0	2	1	2.56	6.50	2
B0109	Verify eligibility of clients for legal assistance	38	52	55	47	50	57	4.31	3.10	8
B0110	Witness execution of wills	71	64	66	58	62	68	3.92	2.08	8
B0111	Witness signing of legal documents	71	63	67	53	60	69	3.81	2.21	8

C	PERFORMING MILITARY JUSTICE ACTIVITIES									
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	41	35	49	89	37	31	4.92	5.52	15
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	26	18	15	11	16	23	2.83	5.21	2
C0114	Arrange for service appellate court decisions on accused	6	11	13	5	11	12	2.25	4.45	2
C0115	Arrange for supervisory reviews of summary court-martial records of trials	12	15	14	0	15	15	2.19	4.78	2
C0116	Assist with pretrial confinement hearings	24	23	14	0	27	16	4.44	5.11	7
C0117	Authenticate court-martial orders	12	11	11	26	13	7	2.39	5.11	2
C0118	Brief organizations on Article 15, UCMJ, procedures	26	31	27	26	30	35	4.97	4.86	12
C0119	Compile Article 15, UCMJ, supportive evidence	38	30	22	16	29	33	6.58	4.93	12
C0120	Complete Article 15, UCMJ, processing checklist procedures	41	32	25	16	32	32	6.75	4.84	12
C0121	Complete court-martial processing checklist procedures	47	33	24	11	35	29	6.50	5.21	12
C0122	Conduct Article 137, UCMJ, briefings	21	20	22	11	18	25	3.94	4.61	7
C0123	Conduct First Term Airman Course (FTAC) briefings	29	30	24	11	31	28	3.42	4.27	7
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	18	18	21	5	17	23	3.00	4.09	2
C0125	Coordinate disposals of physical evidence with base agencies	18	14	13	5	13	15	2.28	4.30	2
C0126	Coordinate individual case dockets with defense council circuit	15	18	10	0	17	19	2.03	4.12	2
C0127	Coordinate referral of charges on pretrial confinement	22	21	14	0	21	22	3.50	4.28	7

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D	T Tsk		3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
Y Nbr	Task Title		LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel		50	27	19	0	26	28	3.67	4.19	15
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel		32	23	18	5	23	24	3.25	4.19	2
C0130	Coordinate witness fundings with appropriate agencies		32	28	28	21	29	25	4.81	5.19	7
C0131	Copy records of trial		38	25	20	5	24	25	3.83	2.88	3
C0132	Develop Article 15, UCMJ, processing checklists		26	23	20	5	22	27	3.61	4.98	7
C0133	Develop court-martial processing checklists		21	22	19	11	22	21	3.58	5.22	7
C0134	Dispose of physical evidence		9	14	11	0	11	19	2.50	4.27	2
C0135	Distribute court-martial orders		41	28	24	5	30	24	4.97	3.38	10
C0136	Distribute court-martial records of trials to reviewing authorities		44	28	22	5	29	25	4.75	3.44	5
C0137	Draft charges and specifications for actions, other than court-martial actions		44	29	22	0	30	27	6.64	5.85	12
C0138	Draft charges and specifications for court-martial actions		41	28	22	0	30	24	7.25	6.08	12
C0139	Edit AMJAMS products		38	34	31	16	37	28	6.11	5.56	12
C0140	Input AMJAMS data		50	39	34	11	41	32	7.22	5.29	12
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions		44	31	29	16	31	29	5.78	4.77	12
C0142	Monitor pretrial restraint or posttrial confinement		32	20	19	5	20	21	4.39	4.74	7
C0143	Monitor status of excess leave personnel		15	20	17	0	21	17	3.83	4.77	7
C0144	Monitor status of DUI violations		21	14	12	5	9	23	2.58	4.46	2
C0145	Monitor urinalysis programs		6	7	6	0	6	8	1.94	5.14	2
C0146	Monitor victim and witness assistance program (VWAP)		12	15	17	11	12	21	3.42	5.43	7
C0147	Monitor and report on special interest cases		32	25	28	16	27	23	4.08	5.02	7
C0148	Notify participants of courts-martial or boards		47	33	19	0	36	27	4.83	3.60	5
C0149	Perform military justice legal research		41	31	27	11	33	27	6.36	6.73	12
C0150	Perform trial team member activities		18	21	9	5	20	23	4.64	6.32	7
C0151	Prepare administrative hold or release letters		44	31	21	5	32	28	5.69	3.37	10
C0152	Prepare advice on orders for rehearings		6	6	4	0	7	4	2.53	5.93	2
C0153	Prepare annual VWAP report		6	9	12	0	7	12	2.81	4.69	2
C0154	Prepare case briefs		9	7	4	5	5	11	3.92	6.64	7
C0155	Prepare courtrooms for proceedings		41	31	22	11	31	31	4.61	2.90	5
C0156	Prepare excess leave documentation		24	24	18	5	26	19	5.33	4.21	11
C0157	Prepare findings worksheets		38	23	18	0	24	21	5.86	4.44	11
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs		3	12	14	0	12	12	2.81	5.28	2
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)		24	22	18	0	22	20	5.08	4.35	11
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions		26	26	19	0	27	24	5.14	5.15	11
C0161	Prepare requests for country clearances for witnesses		6	4	4	0	4	5	2.53	5.40	2
C0162	Prepare sentencing worksheets		35	24	17	0	25	20	5.67	4.80	11
C0163	Prepare trial folders		41	34	19	0	38	25	5.97	4.08	12
C0164	Prepare witness payment vouchers		25	25	20	5	27	21	5.58	4.64	11

C0165 Prepare or distribute AF Forms 1359 (Report of Results
of Trial)

41 27 21 0 28 24 6.50 4.38 12

D												
T Tsk			3-	5-	7-	9-	CON	OV	TNG	TSK	ATI	
Y Nbr	Task Title		LVL	LVL	LVL	LVL	US	SEA	EMP	DIF		
C0166	Prepare or process releases for court-martial or board members		38	24	21	0	24	24	4.81	4.17	7	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)		26	25	21	0	26	23	4.89	3.66	3	
C0168	Prepare or review amendments to court-martial convening orders		35	25	24	11	27	20	5.69	5.03	11	
C0169	Prepare or review applications for relief under Article 69, UCMJ		9	11	8	0	11	11	3.56	5.45	7	
C0170	Prepare or review Article 15, UCMJ, appeal actions		29	35	30	16	36	33	6.58	5.22	12	
C0171	Prepare or review Article 15, UCMJ, appellate actions		18	27	26	16	25	31	6.31	5.22	11	
C0172	Prepare or review Article 15, UCMJ, base activity reports		26	25	29	32	24	25	4.17	4.59	7	
C0173	Prepare or review Article 15, UCMJ, decision letters		18	24	28	11	22	27	5.28	5.00	11	
C0174	Prepare or review Article 15, UCMJ, mitigation actions		24	28	27	21	27	31	6.86	5.03	11	
C0175	Prepare or review Article 15, UCMJ, punishments		35	35	30	16	36	33	6.89	5.11	12	
C0176	Prepare or review Article 15, UCMJ, remission actions		32	31	27	16	31	31	6.89	5.11	12	
C0177	Prepare or review Article 15, UCMJ, set aside actions		35	30	27	21	29	31	6.86	5.10	12	
C0178	Prepare or review Article 15, UCMJ, suspension actions		35	33	28	21	34	31	6.86	5.06	12	
C0179	Prepare or review Article 15, UCMJ, vacation actions		38	34	28	16	34	33	6.86	5.04	12	
C0180	Prepare or review certificates of correction		15	14	14	5	15	12	4.39	5.47	7	
C0181	Prepare or review convening authority actions on individual military defense counsel requests		12	17	12	11	18	16	3.47	5.33	7	
C0182	Prepare or review court-martial actions of convening authorities		21	24	29	32	25	23	6.17	5.79	11	
C0183	Prepare or review court-martial base activities reports		15	17	26	32	18	15	2.47	4.97	2	
C0184	Prepare or review court-martial convening orders		35	28	31	32	31	21	6.83	5.38	12	
C0185	Prepare or review court-martial promulgating orders		32	28	30	53	30	23	6.97	5.75	12	
C0186	Prepare or review DD Forms 2707 (Confinement Order)		35	29	24	5	31	23	6.42	4.59	12	
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)		24	22	22	5	25	16	5.83	5.13	11	
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)		6	6	8	5	6	7	3.56	5.45	7	
C0189	Prepare or review DD Forms 458 (Charge Sheet)		44	35	30	21	38	29	7.47	5.81	12	
C0190	Prepare or review delay requests		24	31	20	11	34	25	3.86	4.64	7	
C0191	Prepare or review depositions		15	11	9	0	11	12	3.08	5.48	2	
C0192	Prepare or review discovery requests		24	32	17	5	33	28	5.08	5.76	11	
C0193	Prepare or review flimsies		35	29	20	0	31	24	6.17	4.37	12	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers		32	27	22	11	30	20	5.25	5.06	12	
C0195	Prepare or review invitational travel orders		24	24	31	21	25	21	5.42	5.21	11	
C0196	Prepare or review letters concerning submission of matters to convening authority		26	27	24	11	28	24	4.64	5.01	15	
C0197	Prepare or review pretrial confinement hearing reports		21	20	15	5	21	17	4.03	5.61	7	
C0198	Prepare or review proposed court-martial member lists		38	28	27	26	32	20	4.86	4.83	15	
C0199	Prepare or review requests for recall of reservists to active duty for court-martial		6	8	9	0	8	8	2.19	5.77	2	

C0200	Prepare or review requests to proceed to try personnel with specialized security clearances	12	11	14	0	9	15	3.86	5.92	7
C0201	Prepare or review serious incident reports (SIRs)	18	18	25	11	16	23	3.64	5.29	7

D										
T Tsk			3-	5-	7-	9-	CON	OV	TNG	TSK
Y Nbr	Task Title		LVL	LVL	LVL	LVL	US	SEA	EMP	DIF
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations		35	24	25	26	24	24	5.06	5.82
C0203	Prepare or review stipulations		15	16	11	5	14	19	3.53	6.25
C0204	Prepare or review supplementary court-martial orders		18	20	21	26	21	20	5.39	5.67
C0205	Process Article 15, UCMJ, appeal actions		32	26	22	5	27	25	6.11	5.30
C0206	Process Article 32, UCMJ, investigations		26	18	16	0	19	16	5.19	5.49
C0207	Process computer-generated AMJAMS reports for distribution		29	25	22	11	25	24	4.31	4.45
C0208	Process court-martial promulgating orders		26	25	21	16	26	24	5.64	5.43
C0209	Process discharges or resignations in lieu of courts-martial		21	19	13	5	18	21	4.81	5.94
C0210	Process discovery requests		18	27	14	0	28	24	4.75	5.50
C0211	Process excess leave documentation		26	23	16	11	24	20	4.75	5.19
C0212	Process post-trial materials submitted by accused		29	27	19	5	29	23	4.97	5.35
C0213	Process pretrial agreements		21	23	17	5	22	23	4.36	5.74
C0214	Process requests for individual military defense counsel		9	20	10	0	20	20	3.61	5.16
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions		21	23	20	0	22	27	5.14	5.03
C0216	Process VWP forms		12	19	12	5	18	20	4.17	5.16
C0217	Process witness payment vouchers		29	22	21	0	24	17	5.03	5.13
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions		26	27	24	0	29	21	5.75	5.01
C0219	Procure convening authority approval of expert witnesses		29	20	21	5	21	19	4.33	5.58
C0220	Procure court-martial or board members		29	24	20	0	24	23	5.00	4.94
C0221	Procure military magistrates or judges for pretrial confinement hearings		21	15	11	0	15	13	3.22	4.89
C0222	Procure physical evidence for trials		26	25	16	0	27	21	4.19	5.05
C0223	Procure and brief individuals for bailiff duties		35	27	20	5	29	24	4.78	3.97
C0224	Report data on DUI violations		18	13	11	11	11	16	2.83	4.17
C0225	Request civilian witnesses for courts-martial		35	28	20	5	30	23	4.94	5.38
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports		26	25	16	11	25	23	3.67	4.56
C0227	Request military witnesses for courts-martial		32	32	19	5	33	28	5.28	4.72
C0228	Request records of prior disciplinary actions		32	36	23	0	40	27	4.92	3.91
C0229	Request reports on individual personnel (RIPs)		32	34	27	5	37	28	4.36	3.45
C0230	Request witness fundings		29	26	23	5	28	21	5.14	4.90
C0231	Research charges and specifications for court-martial actions		24	26	21	11	29	20	5.31	5.99
C0232	Review allied papers for insertion in records of trial		21	20	18	5	21	19	4.67	5.59
C0233	Review AMJAMS strength reports		26	27	34	32	28	24	3.44	4.10
C0234	Review appointment or assumption of command orders with appropriate agencies		18	20	22	11	20	20	3.53	4.83
C0235	Review charge sheets for accuracy and completeness		35	33	31	16	36	28	5.97	5.92
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency		24	29	31	26	30	27	5.75	5.62

C0237	Review completed Article 15, UCMJ, AMJAMS inputs	32	30	28	16	32	27	5.36	5.41	12
C0238	Review court-martial or board member information	32	29	24	5	31	23	4.11	4.69	15

D	T Tsk	3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
Y Nbr	Task Title	LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
C0239	Review Daily Register of Transactions on military justice actions	6	11	11	0	11	11	3.06	4.46	2
C0240	Review evidence to determine appropriateness for military justice actions	24	25	22	5	27	21	5.39	5.78	12
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	15	23	27	21	24	20	5.39	5.93	11
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	15	20	24	16	22	17	4.67	6.29	7
C0243	Review RIPS for courts-martial	38	31	25	11	34	24	4.75	4.20	15
C0244	Review security forces blotters for potential disciplinary actions	35	28	30	32	27	29	4.47	4.35	15
C0245	Review trial briefs	9	7	5	5	7	7	2.81	5.85	2
C0246	Review unfavorable information files (UIFs)	26	30	16	0	28	32	3.64	4.55	7
C0247	Serve appellate court decisions on accused	6	16	12	5	15	17	3.14	3.47	1
C0248	Serve records of trial on accused	35	25	19	0	26	24	4.36	3.36	3
C0249	Serve subpoenas on witnesses	24	16	10	0	17	16	3.47	4.12	7
C0250	Serve as VWAP coordinator	12	11	12	5	10	13	3.11	6.04	2
C0251	Suspense or follow up on military justice actions	29	25	33	16	25	24	3.78	4.37	7
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	29	28	19	0	29	25	5.39	3.57	10
C0253	Verify availability of court-martial or board members	41	27	20	0	30	21	4.58	3.74	5

D PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES

D0254	Compile investigative materials	21	26	10	5	27	24	3.33	4.69	7
D0255	Conduct initial reviews of adverse actions	6	20	9	0	20	21	3.92	5.00	7
D0256	Coordinate case loads with base law office personnel	6	15	13	26	16	13	2.14	4.61	2
D0257	Coordinate individual case dockets with legal office or circuit courts	9	18	7	0	21	12	2.75	4.54	2
D0258	Establish eligibility of clients for defense services	3	17	6	11	18	16	3.03	4.02	2
D0259	Maintain defense counsel case dockets	0	12	2	0	12	11	2.53	4.45	2
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	24	20	13	11	21	19	3.56	5.07	7
D0261	Prepare or review Article 15 responses	18	26	8	5	27	24	3.78	5.27	7
D0262	Prepare or review case summary reports	9	12	5	0	13	9	2.64	5.20	2
D0263	Prepare or review case witness statements	12	19	6	0	20	17	3.28	5.09	2
D0264	Prepare or review client assistance records	6	12	6	5	12	12	2.89	4.51	2
D0265	Prepare or review client responses for discharge actions	9	18	4	0	20	15	3.06	5.16	2
D0266	Prepare or review client statements	6	18	6	0	19	16	3.50	5.11	7
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	9	13	5	0	12	15	3.25	3.98	1
D0268	Prepare or review defense paralegal (DP) training reports	0	9	5	21	11	5	2.42	4.42	2
D0269	Prepare or review defense of forfeitures or	6	17	8	0	17	17	3.81	5.41	7

reduction in grade

D0270 Prepare or review initial case analyses

3 9 5 0 8 11 3.39 5.45 7

'AFOMS (AETC) Randolph AFB TX'

D	T Tsk	3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
Y Nbr	Task Title	LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
D0271	Prepare or review motions	6	9	4	0	10	7	3.22	6.23	2
D0272	Prepare or review office activity reports	3	14	10	16	15	11	2.72	4.64	2
D0273	Prepare or review petitions for new trials	3	4	3	0	4	4	2.89	5.55	2
D0274	Prepare or review petitions for rehearings	3	3	2	0	3	4	2.89	5.63	2
D0275	Prepare or review petitions for reviews by courts of military appeals	3	3	3	0	3	4	3.00	5.69	2
D0276	Prepare or review post-trial clemency evaluations	6	17	7	0	17	17	3.58	5.81	7
D0277	Prepare or review pretrial agreements	6	16	7	0	17	16	3.69	5.96	7
D0278	Prepare or review reenlistment denials	0	10	4	0	10	9	2.53	5.52	2
D0279	Prepare or review report of survey determinations	0	9	4	5	9	11	3.11	5.61	2
D0280	Prepare or review requests for deferment of confinement	3	16	5	0	17	13	3.69	5.84	7
D0281	Prepare or review requests for delay actions	6	19	7	0	20	17	3.33	4.98	7
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	12	18	7	0	18	19	3.94	5.65	7
D0283	Prepare or review requests for individual military defense counsel	3	10	5	0	11	8	3.00	4.87	2
D0284	Prepare or review responses to miscellaneous legal reviews	6	12	9	5	12	12	3.33	5.33	7
D0285	Prepare or review responses to Staff Judge Advocate recommendations	15	17	8	5	18	13	3.69	5.70	7
D0286	Prepare or review responses to pretrial advice	12	14	7	0	14	12	3.22	5.71	2
D0287	Prepare or review withdrawals of petitions for reviews	0	5	3	0	4	5	2.17	5.52	2
D0288	Prepare or review witness affidavits	6	14	7	0	16	9	3.53	5.47	7
D0289	Process request for defense witnesses	12	17	5	0	20	11	3.44	5.12	7
D0290	Schedule client appointments	24	24	13	11	27	19	2.53	3.39	1
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	15	19	7	0	19	20	3.31	3.67	1

E PERFORMING COURT REPORTING ACTIVITIES

E0292	Assemble documentation for administrative board actions	9	14	5	0	12	19	3.81	5.04	7
E0293	Assemble documentation for Article 32, UCMJ, investigations	21	19	9	0	18	20	4.03	5.16	7
E0294	Assemble documentation for collateral investigations	3	6	1	0	6	5	2.67	5.07	2
E0295	Assemble documentation FEB actions	0	2	1	0	2	4	2.50	5.17	2
E0296	Assemble documentation for miscellaneous proceedings	6	10	5	0	10	9	2.83	5.11	2
E0297	Assemble records of trials	26	19	14	0	20	16	4.31	5.45	7
E0298	Authenticate records of trials	3	4	3	0	2	7	2.81	5.51	2
E0299	Maintain court files or tapes	18	9	7	0	8	13	2.28	4.44	2
E0300	Maintain court reporter logs	3	2	2	0	1	7	1.89	4.57	2
E0301	Mark exhibits	21	29	11	0	30	28	3.69	4.82	7
E0302	Prepare or review court reporter chronologies	6	7	7	0	6	11	2.67	4.83	2
E0303	Procure photographs of physical evidence	21	22	8	0	22	21	3.36	4.39	7
E0304	Record miscellaneous proceedings such as for FEBs	0	2	2	0	2	2	2.11	5.87	2

Medical Evaluation Boards (MEBs), or Aircraft Accident
Investigation Boards (AAIBs)

D		3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
T Tsk		LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
Y Nbr	Task Title									
E0305	Record proceedings	3	2	4	0	1	4	2.69	6.00	2
E0306	Set up court reporting equipment	9	5	8	0	2	9	2.97	5.45	2
E0307	Transcribe proceedings	0	3	4	0	1	7	2.97	6.46	2
E0308	Transcribe summarized records of trials	0	2	2	0	1	5	2.75	6.50	****
E0309	Transcribe verbatim records of trials	0	2	3	0	1	5	2.75	6.17	****

F	PERFORMING AIR FORCE CLAIMS ACTIVITIES									
F0310	Adjudicate claims	47	33	24	16	35	29	7.56	5.70	12
F0311	Analyze claims management data listings or reports	24	23	34	53	24	21	3.92	5.56	7
F0312	Annotate claims funds logs	32	24	20	16	24	23	4.44	4.71	7
F0313	Approve claims	15	19	36	42	19	19	4.19	5.63	7
F0314	Assemble claims files	47	32	23	5	34	29	6.61	4.12	12
F0315	Assemble investigative files on potential claims	38	29	21	11	31	25	5.22	4.46	12
F0316	Assert carrier recovery claims	41	32	24	11	34	28	7.17	5.06	12
F0317	Assert government (G) claims	26	18	14	11	22	9	6.67	5.57	11
F0318	Assert hospital recovery claims	9	7	8	0	8	5	5.28	5.96	11
F0319	Brief claimants on claims filing procedures	44	33	27	21	35	28	6.28	4.35	12
F0320	Close out claims	44	31	25	11	33	27	6.28	4.12	12
F0321	Conduct claims inspections	47	33	22	5	34	29	6.83	5.32	12
F0322	Conduct claims investigations	44	29	23	11	30	25	6.03	5.69	12
F0323	Coordinate claims with other investigative agencies	26	21	21	11	22	19	4.00	4.84	7
F0324	Determine chapter for claims	41	30	27	16	31	27	6.33	5.17	12
F0325	Determine claims jurisdiction	47	31	25	16	33	27	6.31	4.51	12
F0326	Develop claims checklists	26	22	18	16	23	20	3.33	5.02	7
F0327	Edit claims management products	24	14	22	21	15	11	3.36	4.86	7
F0328	Follow up on other investigative agencies' investigations	24	14	18	11	15	11	3.81	4.45	7
F0329	Follow up on personal injury questionnaires	12	7	9	0	8	4	3.94	4.28	7
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	44	30	25	11	32	24	7.17	4.87	12
F0331	Maintain claims funds logs	29	22	19	11	23	20	4.61	4.78	7
F0332	Maintain disaster response kits	32	20	18	0	22	13	4.14	4.33	7
F0333	Maintain potential claims files	44	26	20	0	28	23	4.69	4.22	15
F0334	Negotiate claims settlements	41	19	20	21	20	17	4.33	5.81	7
F0335	Perform claims legal research	29	27	23	16	29	23	6.33	5.87	12
F0336	Perform Disaster Control Group (DCG) duties	18	13	20	5	12	15	3.78	5.51	7
F0337	Perform follow-up actions on carrier recovery claims	35	28	25	11	28	27	6.06	4.98	12
F0338	Perform follow-up actions on G claims	26	16	12	5	18	12	4.89	4.91	7
F0339	Perform follow-up actions on hospital recovery claims	9	8	9	0	8	7	4.17	5.04	7
F0340	Perform follow-up actions on incomplete mail-in claims	41	26	18	5	28	21	5.22	4.40	12
F0341	Perform follow-up actions on personnel claims	41	30	23	5	31	27	5.31	4.55	12
F0342	Perform Initial Response Team (IRT) duties	3	5	9	0	5	4	2.83	5.21	2
F0343	Pick up or turn-in items for salvage	15	11	8	5	11	12	3.58	4.09	7
F0344	Prepare carrier recovery claims for setoffs	35	28	21	11	30	24	6.03	4.90	12
F0345	Prepare claimant instruction packets	38	28	18	5	30	25	3.36	4.28	15

F0346	Prepare claims for transmittal	38	26	21	5	27	25	4.50	4.17	15
F0347	Prepare claims inspection memorandums	44	31	21	0	32	28	6.03	4.81	12

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T Tsk		LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
Y Nbr	Task Title									
F0348	Prepare claims labels	44	31	22	5	33	28	4.58	2.73	5
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	38	27	22	5	30	23	5.08	4.00	12
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	44	32	25	5	34	25	5.92	4.03	12
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	6	7	7	5	9	4	3.17	5.23	2
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)	9	11	9	11	14	3	3.58	5.27	7
F0353	Prepare reports on potential claims of major accidents or incidents	15	10	6	0	11	8	3.58	5.94	7
F0354	Prepare requests for completion of personal injury questionnaires	9	7	8	0	9	4	3.53	4.59	7
F0355	Prepare requests for assistance from other agencies for claims administration inspections	12	12	11	0	14	9	3.36	4.63	7
F0356	Prepare salvage documents	12	10	7	5	9	12	4.11	4.15	7
F0357	Prepare seven-point memorandums	29	20	17	11	22	15	5.86	6.67	11
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	21	18	14	5	22	9	5.03	4.74	11
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	38	21	21	5	24	15	5.44	4.50	12
F0360	Prepare vouchers for payment of claims	44	29	24	11	31	24	5.47	4.43	12
F0361	Prepare and process unearned transportation charges	32	23	19	0	24	21	5.03	4.76	11
F0362	Prepare or review claims activity reports	26	20	27	32	22	16	3.83	4.77	7
F0363	Prepare or review demand on carrier or contractor	35	28	25	16	30	23	5.25	4.77	12
F0364	Prepare or review requests for claims funds	21	15	24	26	17	12	3.14	4.95	2
F0365	Prepare or review settlement agreements	35	22	20	11	25	15	4.31	5.14	7
F0366	Process admiralty claims	3	2	2	0	2	3	1.72	6.37	2
F0367	Process Air National Guard claims	9	5	5	0	7	3	2.33	6.11	2
F0368	Process Article 139, UCMJ, claims	6	4	4	5	5	3	3.58	6.00	7
F0369	Process carrier recovery claims for settlements	35	28	22	16	29	25	6.14	5.27	12
F0370	Process carrier recovery insurance claims	29	20	18	11	23	13	5.92	5.76	11
F0371	Process Civil Air Patrol claims	6	2	2	0	2	1	1.94	6.01	2
F0372	Process claims payment vouchers	41	26	22	16	27	23	5.36	4.45	12
F0373	Process claims under foreign claims act	3	7	7	0	5	11	3.64	6.15	7
F0374	Process federal tort claims	29	20	12	11	25	9	5.33	6.02	11
F0375	Process G claims	29	18	11	11	20	13	4.89	5.73	7
F0376	Process hospital recovery claims	9	7	7	0	8	5	4.64	6.30	7
F0377	Process international agreement claims	3	3	4	0	1	8	2.78	6.56	2
F0378	Process medical malpractice claims	9	5	7	0	5	3	3.50	6.96	7
F0379	Process nonappropriated funds claims	24	15	14	5	17	11	4.67	5.81	7
F0380	Process personnel claims, other than for clothing	41	28	18	11	30	24	6.28	5.14	12
F0381	Process personnel clothing claims	35	26	15	11	28	21	5.94	5.16	12
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	44	30	20	11	33	25	6.47	5.15	12
F0383	Process rebuttals from carriers	38	30	24	16	31	28	5.94	5.49	12
F0384	Process reconsiderations from claimants	38	31	24	16	32	27	5.87	5.21	12

F0385	Process request for compromise of medical expenses	3	4	4	0	4	3	3.00	6.03	2
F0386	Process request for waivers of medical expenses	3	3	4	0	4	1	2.81	5.86	2
F0387	Process requests for advance payments	9	8	6	0	9	5	5.14	5.29	11

'AFOMS (AETC) Randolph AFB TX'

D											
T Tsk			3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
Y Nbr	Task Title		LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
F0388	Process requests for emergency payments		6	7	6	0	7	8	5.50	5.41	11
F0389	Process requests for partial payment		9	8	7	0	8	8	5.50	5.31	11
F0390	Process use of government property claims		9	6	5	0	7	4	3.47	5.31	7
F0391	Procure statements in support of claims		29	17	15	5	17	16	4.58	4.61	7
F0392	Reconcile claims funds logs		21	16	18	16	17	13	3.67	5.11	7
F0393	Review AF Forms 1488 (Daily Log of Patients Treated for Injuries) for potential claims		12	8	8	0	8	7	4.36	4.41	7
F0394	Review AF Forms 438 (Medical Care Third Party Liability Notification) for potential claims		12	7	8	0	8	5	4.33	4.50	7
F0395	Review completed claims files prior to payment		32	24	25	16	24	23	5.31	5.01	11
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)		29	23	19	5	25	20	6.17	4.73	11
F0397	Review direct procurement method (DPM) contracts		26	16	12	11	18	11	4.56	5.46	7
F0398	Review payments from claimants' insurers		35	24	17	5	27	17	5.33	5.41	11
F0399	Review security forces blotters for potential claims		35	25	27	21	27	20	4.58	3.99	5
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries		26	23	16	11	24	20	4.08	3.85	3
F0401	Suspense payment vouchers		26	20	15	11	22	15	4.11	3.82	3
F0402	Transfer claims using AFCIMS		41	30	24	11	33	25	5.50	4.05	12
F0403	Verify identity of claimants		41	30	25	11	31	28	5.36	3.35	10

G PERFORMING INTERNATIONAL LAW ACTIVITIES

G0404	Assemble or maintain lists of local national attorneys		3	3	5	0	0	9	1.58	3.79	1
G0405	Assemble or maintain lists of trial observers		3	1	1	0	0	3	1.08	4.06	2
G0406	Brief accused or unit personnel on international hold requirements or international law case requirements		0	2	0	0	0	7	2.14	5.28	2
G0407	Conduct prison visits		3	2	1	0	3	0	1.17	4.28	2
G0408	Conduct service of processes		0	0	1	0	0	1	1.72	4.51	****
G0409	Coordinate matters of international law or status of forces agreements (SOFAs) with local authorities		0	2	1	0	1	4	1.89	6.31	2
G0410	Determine jurisdiction of cases under SOFAs		0	2	2	0	1	4	3.19	6.55	2
G0411	Prepare reports on international agreements		0	2	1	0	1	4	1.97	6.25	2
G0412	Prepare requests or vouchers for payment of bail bond fees or other expenses		0	1	1	0	0	3	1.75	5.95	****
G0413	Prepare vouchers for local national attorneys		0	1	2	0	1	3	1.86	5.76	2
G0414	Prepare or review case files on individuals charged in foreign courts		0	1	2	0	1	3	2.53	6.34	2
G0415	Prepare or review custody release certificates		0	0	0	0	0	0	2.39	6.12	****
G0416	Prepare or review foreign criminal jurisdiction reports		0	1	4	0	1	3	2.22	6.28	2
G0417	Prepare or review notices to court prosecutors of designated trial observers		0	1	1	0	0	3	1.89	5.73	****
G0418	Prepare or review reports on personnel confined in foreign penal institutions		0	0	2	0	0	1	2.19	5.71	****
G0419	Prepare or review requests for or responses to		0	1	2	0	1	1	2.42	6.07	2

waiver of host jurisdiction

G0420 Prepare or review trial observer reports

0 1 2 0 0 3 2.06 5.87 ****

D	T Tsk	3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
Y Nbr	Task Title	LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
G0421	Process solatium payments with foreign parties	0	0	1	0	0	1	1.97	6.32	****
G0422	Procure local national attorneys	0	1	1	0	0	3	1.75	5.86	****
G0423	Schedule medical examinations for personnel confined in foreign countries	0	0	1	0	0	1	1.86	5.30	****
G0424	Schedule visits to personnel confined in foreign countries	0	1	1	0	1	3	1.83	5.12	2

H	PERFORMING OPERATIONAL LAW ACTIVITIES									
H0425	Analyze issues, such as deployment, contracting, or fiscal law	6	4	14	42	3	7	2.50	6.57	2
H0426	Assign personnel to mobility or contingency positions	3	4	26	84	4	4	2.17	5.47	2
H0427	Assign personnel to Unit Type Code (UTC) taskings	3	3	24	84	2	4	2.28	5.39	2
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	12	14	28	42	12	19	3.64	5.39	7
H0429	Complete operations plan (OPLAN) sourcing requirements	0	2	7	37	1	4	2.08	6.44	2
H0430	Compute OPLAN requirements status listings	0	2	8	26	1	4	2.11	6.57	2
H0431	Conduct LOAC briefings	18	17	27	26	14	24	4.06	5.48	7
H0432	Conduct mobility or deployment site surveys	0	3	7	32	4	3	2.08	5.84	2
H0433	Coordinate deployment of personnel with other MAJCOMS or joint service commands	3	2	12	47	1	4	2.14	5.99	2
H0434	Coordinate exercise sourcing requirements with functional managers	3	2	12	47	2	3	1.92	5.86	2
H0435	Coordinate mobility or contingency requirements with appropriate agencies	3	3	18	63	3	4	2.19	5.86	2
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	0	2	15	74	2	4	1.89	5.86	2
H0437	Coordinate specific source of personnel requirements with appropriate agencies	0	3	15	42	2	4	1.86	5.92	2
H0438	Determine specific source of personnel requirements for deployment manning documents	0	3	14	47	2	5	1.89	6.00	2
H0439	Draft general orders	0	1	4	0	1	1	1.78	5.98	2
H0440	Draft or write mobility or deployment after-action reports	0	1	5	5	1	1	1.97	5.88	2
H0441	Evaluate compliance with LOAC	3	7	14	16	7	9	3.11	6.20	2
H0442	Maintain disaster preparedness checklists	12	7	13	32	7	8	2.92	5.15	2
H0443	Maintain mobility equipment or supplies	15	10	23	32	7	17	2.64	4.89	2
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	0	3	13	42	3	4	1.97	5.25	2
H0445	Maintain base OPLAN files	0	4	10	32	2	7	2.11	5.24	2
H0446	Participate in wing operations or exercise planning meetings	0	7	19	58	7	8	1.67	5.48	2
H0447	Prepare budget contracts for foreign or tax law studies	0	0	3	0	0	0	1.81	6.66	****
H0448	Prepare deployment planning guides	0	2	7	26	3	1	2.31	6.22	2
H0449	Prepare equipment for deployments	6	7	18	27	6	11	2.87	5.22	2

H0450	Prepare Exercise Evaluation Team (EET) inputs	0	4	17	53	4	5	1.83	6.10	2
H0451	Prepare legal annexes to war plans	0	1	2	21	1	1	1.72	6.79	2

D T Tsk Y Nbr	Task Title	3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
		LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
H0452	Prepare LOAC reports	3	7	15	11	5	12	2.36	5.43	2
H0453	Prepare mobility equipment or supplies for transport	6	7	15	16	5	11	2.00	5.50	2
H0454	Prepare or publish project pitfall letters	0	1	4	0	1	3	1.64	5.82	2
H0455	Prepare or review official duty certificates	0	0	1	0	0	0	1.14	5.53	****
H0456	Process classified materials or documents at deployed locations	0	2	4	0	2	1	2.11	5.93	2
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	6	5	12	16	4	8	2.08	5.57	2
H0458	Provide OPLAN requirements status listings to unit commanders	0	1	2	11	1	3	1.47	6.11	2
H0459	Request or distribute mobility requirements documents	0	4	8	26	4	4	1.75	5.43	2
H0460	Review UTC requirements	0	5	23	79	4	5	1.78	5.60	2
H0461	Review and analyze target folders	0	2	4	0	1	4	1.69	6.56	2
H0462	Review or update rules of engagement	3	5	7	0	3	8	2.03	6.86	2

I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES									
I0463	Complete accident or incident reports	3	2	4	5	2	3	2.33	5.68	2
I0464	Destroy classified materials or documents	9	7	14	5	8	5	2.86	5.02	2
I0465	Establish or maintain accountability records for classified materials or documents	0	2	9	0	2	4	2.47	5.39	2
I0466	Identify and report suspected security compromises	3	6	17	21	4	11	2.92	5.46	2
I0467	Initiate classified reports, messages, or documents	0	2	6	0	2	3	1.64	5.90	2
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	6	6	30	47	6	7	1.42	4.38	2
I0469	Initiate requests for temporary duty (TDY) orders	15	14	36	42	17	8	1.69	4.65	2
I0470	Inventory classified materials or documents	0	3	9	11	1	7	2.50	5.03	2
I0471	Maintain administrative files	18	39	53	58	38	41	3.61	4.48	15
I0472	Maintain or update status indicators, such as boards, graphs, or charts	12	18	29	42	19	15	1.69	4.41	2
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	21	14	22	26	14	16	3.00	4.81	2
I0474	Write minutes of briefings, conferences, or meetings	0	7	17	21	8	5	1.36	4.54	2

J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES									
J0475	Coordinate maintenance of equipment with appropriate agencies	12	18	29	53	17	20	1.78	4.41	2
J0476	Develop equipment checklists	6	10	12	26	9	12	1.56	4.41	2
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	9	18	29	58	17	19	1.64	4.64	2
J0478	Identify and report equipment or supply problems	15	23	38	58	21	28	1.81	4.52	2
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	9	15	28	37	12	20	1.86	4.31	2
J0480	Maintain documentation on items requiring periodic	6	6	9	16	7	4	1.61	4.58	2

inspections or calibrations

D											
T Tsk			3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
Y Nbr	Task Title		LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
J0481	Maintain organizational equipment or supply records		9	15	29	37	13	19	1.86	4.71	2
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies		12	22	33	32	19	29	1.64	4.16	2

K	PERFORMING TRAINING ACTIVITIES										
K0483	Administer or score tests		6	4	19	42	4	4	.33	4.31	2
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)		15	8	44	84	8	8	1.75	5.12	2
K0485	Complete student entry or withdrawal forms		0	2	9	11	1	3	.53	4.68	2
K0486	Conduct formal course classroom training		0	3	9	5	3	4	.75	5.80	2
K0487	Conduct on-the-job training (OJT)		26	33	66	79	31	36	3.00	5.54	14
K0488	Counsel trainees on training progress		12	14	56	84	14	15	2.06	5.00	2
K0489	Determine training requirements		15	16	59	89	15	17	2.31	5.44	2
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSS)		3	4	15	21	4	5	.86	6.31	2
K0491	Develop training programs, plans, or procedures		6	11	38	79	11	12	1.94	6.03	2
K0492	Develop written tests		0	4	12	26	4	4	.94	6.34	2
K0493	Develop or procure training materials or aids		12	11	35	74	9	13	1.47	5.85	2
K0494	Establish or maintain study reference files		9	8	24	42	6	13	1.75	5.31	2
K0495	Evaluate training methods or techniques of instructors		0	2	13	37	2	3	1.22	5.74	2
K0496	Evaluate effectiveness of training programs, plans, or procedures		9	4	26	79	4	3	1.31	5.71	2
K0497	Evaluate progress of trainees		15	10	51	79	8	13	1.86	5.48	2
K0498	Inspect training materials or aids for operation or suitability		3	5	20	37	4	7	1.28	5.29	2
K0499	Maintain training records or files		18	20	57	79	21	17	2.33	5.28	2
K0500	Personalize lesson plans		3	8	23	32	5	13	1.14	5.21	2
K0501	Prepare job qualification standards (JQSs)		0	2	22	26	2	3	1.97	5.85	2
K0502	Process completed retraining package		6	0	23	63	1	0	1.33	5.51	2
K0503	Write training reports		0	5	11	42	4	5	1.42	5.44	2

L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES										
L0504	Annotate time and attendance sheets for civilian employees		0	4	28	79	4	3	1.36	4.97	2
L0505	Assign personnel to work areas or duty positions		9	4	45	79	4	4	1.89	4.89	2
L0506	Assign sponsors for newly assigned personnel		3	2	30	74	2	1	1.36	3.89	1
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops		9	12	44	84	11	15	1.11	4.37	2
L0508	Conduct safety and security briefings		9	8	31	37	7	9	1.69	4.38	2
L0509	Conduct self-inspections or self-assessments		9	18	49	79	17	20	2.25	5.15	2
L0510	Conduct staff assistance visits, inspections, or audits		6	8	20	58	9	5	1.61	5.30	2

9	9	54	89	9	11	2.08	5.23	2
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D T Tsk Y Nbr	Task Title	3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
		LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
L0512	Conduct safety inspections of equipment or facilities	15	9	26	58	11	7	1.69	4.91	2
L0513	Conduct supervisory orientations for newly assigned personnel	9	7	50	79	8	5	1.47	4.91	2
L0514	Counsel subordinates concerning personal matters	12	9	63	84	8	12	2.36	5.35	2
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	15	9	41	84	7	13	2.03	5.18	2
L0516	Determine or establish work assignments or priorities	15	17	63	89	17	17	2.39	5.19	2
L0517	Develop organizational or functional charts	3	2	21	74	4	0	1.19	4.98	2
L0518	Develop resource protection programs	3	1	17	53	1	0	1.03	5.32	2
L0519	Develop self-inspection or self-assessment program checklists	3	4	25	68	4	3	1.61	5.72	2
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	6	4	21	68	2	7	1.61	5.77	2
L0521	Develop or establish work methods or procedures	12	14	47	79	13	16	1.44	5.50	2
L0522	Develop or establish work schedules	9	8	48	74	8	8	1.83	4.97	2
L0523	Draft host-tenant or interservice agreements	0	0	2	11	1	0	1.11	6.56	2
L0524	Draft or review budget requirements	6	7	38	68	8	4	2.28	6.14	2
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	0	0	12	21	0	1	1.56	6.07	2
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	0	3	21	53	4	3	1.75	6.10	2
L0527	Establish performance standards for subordinates	9	7	49	84	6	8	2.17	5.26	2
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	12	5	27	63	6	4	1.17	5.02	2
L0529	Evaluate inspection report findings or inspection procedures	0	6	21	68	6	7	.94	5.14	2
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	9	8	24	47	8	8	1.19	5.27	2
L0531	Evaluate personnel for compliance with performance standards	6	7	49	84	7	8	1.75	5.14	2
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	6	6	49	84	6	7	2.11	5.30	2
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	3	5	25	63	5	7	1.36	5.00	2
L0534	Implement safety or security programs	6	10	29	58	8	13	1.28	4.86	2
L0535	Initiate personnel action requests	3	3	33	79	4	1	1.36	4.84	2
L0536	Initiate actions required due to substandard performance of personnel	3	2	40	68	4	0	1.67	5.14	2
L0537	Inspect personnel for compliance with military standards	12	14	52	84	12	17	2.08	4.65	2
L0538	Interpret policies, directives, or procedures for subordinates	6	8	53	84	8	8	1.61	5.50	2
L0539	Interview potential paralegal retrainees	6	5	40	74	4	7	1.83	5.59	2
L0540	Investigate accidents or incidents	6	8	17	26	8	7	2.50	5.69	2
L0541	Manage IMPAC card programs	8	16	38	84	18	12	1.68	5.72	2

L0542	Perform personnel hiring procedures	0	1	27	58	1	0	1.72	6.00	2
L0543	Plan layouts of facilities	0	4	21	74	2	7	1.53	6.16	2
L0544	Prepare contract requests for tax services	0	1	10	47	1	1	1.89	6.00	2

D													
T Tsk					3-	5-	7-	9-	CON	OV	TNG	TSK	ATI
Y Nbr	Task Title				LVL	LVL	LVL	LVL	US	SEA	EMP	DIF	
L0545	Prepare recommendation or non-recommendation retraining package				6	1	31	79	2	0	2.14	5.55	2
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans				3	4	26	74	3	5	2.08	5.60	2
L0547	Review written tests				0	2	11	26	2	1	.56	4.96	2
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals				0	1	18	37	1	1	1.17	5.48	2
L0549	Safeguard written tests				0	2	7	11	2	1	.31	4.73	2
L0550	Schedule personnel TDY assignments, leaves, or passes				6	7	44	84	9	1	1.00	4.89	2
L0551	Write inspection reports				15	7	21	42	7	8	2.19	5.44	2
L0552	Write job or position descriptions				0	2	31	74	2	3	2.00	5.86	2
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports				3	0	15	53	0	1	1.72	5.88	2
L0554	Write or indorse civilian performance appraisals				0	0	25	63	1	0	1.75	5.84	2
L0555	Write or indorse military performance reports				9	9	60	84	9	8	2.31	6.03	2
L0556	Write recommendations for awards or decorations				6	9	64	89	8	11	2.19	6.14	2
L0557	Write replies to inspection reports				6	4	24	68	4	3	1.86	5.41	2

Paralegal
Reported AFSC(s): 5J0X1

----- Variable/Group Distributions -----

The percent of reported group members who responded to background questions are presented under the column headings for the appropriate group. The displayed data summarizes information about the people in each group.

Reports on the following groups were requested:

gp0003: All Active Duty Airmen with DAFSC 5J031	(n = 34)
gp0004: All Active Duty Airmen with DAFSC 5J051	(n = 244)
gp0005: All Active Duty Airmen with DAFSC 5J071	(n = 169)
gp0006: All Active Duty Airmen with DAFSC 5J091	(n = 19)
gp0037: All DAFSC 5J051 AD Amn in CONUS	(n = 169)
gp0038: All DAFSC 5J051 AD Amn Overseas	(n = 75)

C0007 Number of valid task responses

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Mean in range:	96.12	95.73	113.98	117.42	96.41	94.20
S.D. in range:	46.92	55.03	66.66	59.00	51.08	63.01

V0005 Enlisted Grade

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
AB (E-1)	0 %	0 %	0 %	0 %	0 %	0 %
AMN (E-2)	0 %	0 %	0 %	0 %	0 %	0 %
A1C (E-3)	3 %	0 %	0 %	0 %	0 %	0 %
Sra/Sgt (E-4)	15 %	5 %	1 %	0 %	5 %	4 %
SSgt (E-5)	62 %	73 %	8 %	0 %	75 %	67 %
TSgt (E-6)	12 %	22 %	48 %	0 %	19 %	29 %
MSgt (E-7)	6 %	0 %	41 %	53 %	1 %	0 %
SMSgt (E-8)	3 %	0 %	2 %	47 %	0 %	0 %
CMSgt (E-9)	0 %	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*
Mean in range:	5.12	5.18	6.36	7.47	5.15	5.25
S.D. in range:	0.2	0.2	0.2	0.2	0.2	0.2

V0009 Number supervised

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
0	85 %	83 %	31 %	16 %	83 %	84 %
1	3 %	9 %	12 %	5 %	10 %	8 %
2	9 %	5 %	18 %	5 %	4 %	7 %
3	0 %	1 %	13 %	5 %	2 %	0 %
4	3 %	1 %	5 %	5 %	1 %	1 %
5	0 %	0 %	6 %	5 %	0 %	0 %
6	0 %	0 %	2 %	5 %	0 %	0 %
7	0 %	0 %	4 %	5 %	0 %	0 %
8	0 %	0 %	3 %	5 %	0 %	0 %
9	0 %	0 %	2 %	5 %	0 %	0 %
10	0 %	0 %	2 %	16 %	0 %	0 %
11	0 %	0 %	1 %	0 %	1 %	0 %
12	0 %	0 %	0 %	11 %	0 %	0 %
13	0 %	0 %	1 %	0 %	0 %	0 %
14	0 %	0 %	0 %	0 %	0 %	0 %
15	0 %	0 %	1 %	0 %	0 %	0 %
16	0 %	0 %	0 %	0 %	0 %	0 %
17	0 %	0 %	0 %	5 %	0 %	0 %
18	0 %	0 %	0 %	0 %	0 %	0 %
19	0 %	0 %	0 %	0 %	0 %	0 %
20	0 %	0 %	0 %	0 %	0 %	0 %
21	0 %	0 %	0 %	0 %	0 %	0 %
22	0 %	0 %	0 %	0 %	0 %	0 %
23	0 %	0 %	0 %	0 %	0 %	0 %
24	0 %	0 %	0 %	0 %	0 %	0 %
25	0 %	0 %	0 %	0 %	0 %	0 %
26	0 %	0 %	0 %	0 %	0 %	0 %
27	0 %	0 %	0 %	0 %	0 %	0 %
28	0 %	0 %	0 %	5 %	0 %	0 %
29	0 %	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	1 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*
Mean in range:	.32	.31	2.65	7.58	.33	.27
S.D. in range:	.87	.97	2.98	6.71	1.06	.70

V0010 Time in present job

Interval Percentages		5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
1	12	62 %	49 %	42 %	26 %	50 %	47 %
13	24	15 %	29 %	27 %	42 %	30 %	25 %
25	36	15 %	12 %	18 %	11 %	12 %	12 %
37	48	3 %	4 %	8 %	5 %	4 %	3 %
49	96	6 %	6 %	3 %	11 %	4 %	11 %
97	144	0 %	1 %	1 %	5 %	1 %	1 %
145	192	0 %	0 %	1 %	0 %	0 %	0 %
193	240	0 %	0 %	0 %	0 %	0 %	0 %
241	288	0 %	0 %	0 %	0 %	0 %	0 %
289	318	0 %	0 %	0 %	0 %	0 %	0 %
Other:		0 %	0 %	0 %	0 %	0 %	1 %
Total in group:		34*	244*	169*	19*	169*	75*
Mean in range:		14.71	18.37	20.93	28.00	17.08	21.32
S.D. in range:		13.60	18.33	23.21	31.23	16.42	21.81

V0011 Total time in career field (TICF)

Interval Percentages		5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
1	12	41 %	5 %	2 %	11 %	7 %	3 %
13	24	18 %	14 %	2 %	11 %	18 %	5 %
25	36	21 %	16 %	4 %	0 %	17 %	16 %
37	48	6 %	12 %	7 %	0 %	13 %	11 %
49	96	15 %	37 %	36 %	5 %	32 %	48 %
97	144	0 %	12 %	21 %	16 %	11 %	15 %
145	192	0 %	0 %	20 %	21 %	1 %	0 %
193	240	0 %	1 %	8 %	26 %	1 %	0 %
241	272	0 %	0 %	1 %	11 %	0 %	0 %
Other:		0 %	1 %	0 %	0 %	1 %	3 %
Total in group:		34*	244*	169*	19*	169*	75*
Mean in range:		23.47	55.80	109.65	141.95	52.69	62.97
S.D. in range:		18.41	35.22	57.91	82.71	36.76	30.21

V0012 Time in utilization field

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
1 12	0 %	0 %	0 %	0 %	0 %	0 %
13 24	0 %	0 %	0 %	0 %	0 %	0 %
25 36	0 %	0 %	0 %	0 %	0 %	0 %
37 48	0 %	0 %	0 %	0 %	0 %	0 %
Other:	100 %	100 %	100 %	100 %	100 %	100 %
Total in group:	34*	244*	169*	19*	169*	75*
Mean in range:	.00	.00	.00	.00	.00	.00
S.D. in range:	.00	.00	.00	.00	.00	.00

V0014 Total Active Federal Military Service (TAFMS)

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
1 12	0 %	0 %	0 %	0 %	0 %	0 %
13 24	0 %	0 %	0 %	0 %	0 %	0 %
25 36	0 %	0 %	0 %	0 %	0 %	0 %
37 48	12 %	0 %	1 %	0 %	1 %	0 %
49 96	35 %	20 %	1 %	0 %	20 %	23 %
97 144	32 %	42 %	7 %	0 %	43 %	41 %
145 192	15 %	30 %	24 %	0 %	30 %	31 %
193 240	3 %	6 %	48 %	32 %	7 %	5 %
241 288	3 %	1 %	20 %	47 %	1 %	0 %
289 318	0 %	0 %	0 %	21 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*
Mean in range:	107.00	130.30	206.50	256.26	130.49	129.87
S.D. in range:	55.29	41.46	40.53	34.15	42.28	39.55

V0023 Enlisted Duty AFSC prefix

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
T	0 %	2 %	1 %	0 %	2 %	3 %
Other:	100 %	98 %	99 %	100 %	98 %	97 %
Total in group:	34*	244*	169*	19*	169*	75*

V0024 Enlisted Duty AFSC with suffix

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
5J000	0 %	0 %	0 %	0 %	0 %	0 %
5J031	100 %	0 %	0 %	0 %	0 %	0 %
5J051	0 %	100 %	0 %	0 %	100 %	100 %
5J071	0 %	0 %	100 %	0 %	0 %	0 %
5J091	0 %	0 %	0 %	100 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0029 MAJCOM or operating agency

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
USAF	0 %	1 %	1 %	5 %	1 %	0 %
AETC	24 %	15 %	18 %	16 %	19 %	5 %
PACAF	6 %	15 %	14 %	0 %	2 %	44 %
AFSOC	6 %	1 %	1 %	5 %	2 %	0 %
AMC	15 %	10 %	12 %	11 %	14 %	3 %
AFSPC	18 %	7 %	5 %	5 %	9 %	1 %
ANG	0 %	0 %	1 %	0 %	0 %	0 %
PACOM	0 %	1 %	0 %	0 %	0 %	3 %
USAFE	3 %	9 %	12 %	5 %	1 %	28 %
AFRC	0 %	0 %	1 %	0 %	0 %	0 %
AIA	0 %	1 %	1 %	0 %	1 %	0 %
ACC	26 %	16 %	14 %	21 %	22 %	3 %
AFMC	3 %	7 %	11 %	21 %	11 %	0 %
AFLSA	0 %	16 %	9 %	11 %	18 %	13 %
CENTCOM	0 %	0 %	1 %	0 %	0 %	0 %
USSTRATCOM	0 %	0 %	1 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0030 Assigned to base/installation outside continental U.S.

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	12 %	31 %	31 %	5 %	0 %	100 %
No	88 %	69 %	69 %	95 %	100 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0031 How do you find your job

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Dull	9 %	6 %	8 %	0 %	5 %	8 %
So-So	3 %	10 %	14 %	0 %	8 %	15 %
Interesting	88 %	84 %	79 %	100 %	87 %	77 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0032 How does your job utilize your talents

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
None to very little	15 %	11 %	14 %	11 %	8 %	16 %
Fairly to very well	59 %	60 %	62 %	53 %	62 %	56 %
Excellent to perfect	26 %	30 %	24 %	37 %	30 %	28 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0033 How does your job utilize your training

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
None to very little	6 %	6 %	13 %	16 %	5 %	7 %
Fairly to very well	71 %	60 %	61 %	53 %	60 %	61 %
Excellent to perfect	24 %	34 %	26 %	32 %	35 %	32 %

Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0034 How satisfied with sense of accomplishment from work

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Dissatisfied	12 %	11 %	18 %	5 %	8 %	17 %
Neutral	6 %	7 %	9 %	0 %	7 %	9 %
Satisfied	82 %	82 %	72 %	95 %	85 %	73 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0035 Do you plan to reenlist at end of current enlistment

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Will retire	0 %	5 %	45 %	63 %	6 %	4 %
No or probably no	24 %	24 %	11 %	5 %	24 %	24 %
Yes or probably yes	76 %	71 %	44 %	32 %	70 %	72 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0036 Separate factor(s) - Military lifestyle

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	6 %	2 %	1 %	0 %	2 %	3 %
Moderate influence	0 %	4 %	2 %	0 %	5 %	3 %
Strong influence	3 %	5 %	1 %	0 %	4 %	9 %
Other:	91 %	89 %	96 %	100 %	90 %	85 %
Total in group:	34*	244*	169*	19*	169*	75*

V0037 Separate factor(s) - Pay and allowances

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	2 %	1 %	0 %	2 %	1 %
Moderate influence	0 %	6 %	1 %	0 %	7 %	4 %
Strong influence	9 %	5 %	4 %	0 %	5 %	7 %
Other:	88 %	87 %	95 %	100 %	86 %	88 %
Total in group:	34*	244*	169*	19*	169*	75*

V0038 Separate factor(s) - Bonus or special pay

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	2 %	0 %	0 %	2 %	0 %
Moderate influence	0 %	2 %	0 %	0 %	2 %	1 %
Strong influence	6 %	3 %	2 %	0 %	4 %	3 %
Other:	91 %	93 %	98 %	100 %	92 %	96 %
Total in group:	34*	244*	169*	19*	169*	75*

V0039 Separate factor(s) - Retirement benefits

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	0 %	0 %	0 %	1 %	0 %
Moderate influence	3 %	1 %	1 %	0 %	1 %	1 %
Strong influence	0 %	1 %	1 %	0 %	2 %	0 %
Other:	97 %	97 %	98 %	100 %	96 %	99 %
Total in group:	34*	244*	169*	19*	169*	75*

V0040 Separate factor(s) - Military related education/training opportunities

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	2 %	1 %	0 %	1 %	3 %
Moderate influence	0 %	0 %	0 %	0 %	0 %	0 %
Strong influence	0 %	2 %	1 %	0 %	2 %	1 %
Other:	97 %	96 %	99 %	100 %	96 %	96 %
Total in group:	34*	244*	169*	19*	169*	75*

V0041 Separate factor(s) - Off-duty education and training opportunities

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	2 %	1 %	0 %	2 %	4 %
Moderate influence	3 %	0 %	1 %	0 %	0 %	1 %
Strong influence	0 %	4 %	1 %	0 %	5 %	3 %
Other:	94 %	93 %	98 %	100 %	93 %	92 %
Total in group:	34*	244*	169*	19*	169*	75*

V0042 Separate factor(s) - Medical or dental care for AD member

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	6 %	2 %	1 %	0 %	2 %	3 %
Moderate influence	0 %	0 %	2 %	0 %	0 %	0 %
Strong influence	0 %	1 %	1 %	0 %	1 %	1 %
Other:	94 %	97 %	96 %	100 %	97 %	96 %
Total in group:	34*	244*	169*	19*	169*	75*

V0043 Separate factor(s) - Medical care or dental care for family members

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	1 %	1 %	0 %	1 %	1 %
Moderate influence	3 %	0 %	1 %	0 %	1 %	0 %
Strong influence	0 %	2 %	2 %	0 %	2 %	0 %
Other:	97 %	97 %	97 %	100 %	96 %	99 %
Total in group:	34*	244*	169*	19*	169*	75*

V0044 Separate factor(s) - Base housing

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	1 %	1 %	0 %	2 %	0 %
Moderate influence	3 %	0 %	1 %	0 %	1 %	0 %
Strong influence	0 %	2 %	1 %	0 %	2 %	1 %
Other:	97 %	97 %	98 %	100 %	96 %	99 %
Total in group:	34*	244*	169*	19*	169*	75*

V0045 Separate factor(s) - Base services

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	0 %	1 %	0 %	0 %	0 %
Moderate influence	0 %	0 %	0 %	0 %	0 %	1 %
Strong influence	0 %	0 %	1 %	0 %	1 %	0 %
Other:	97 %	99 %	99 %	100 %	99 %	99 %
Total in group:	34*	244*	169*	19*	169*	75*

V0046 Separate factor(s) - Childcare needs

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	0 %	1 %	0 %	0 %	0 %
Moderate influence	3 %	0 %	0 %	0 %	0 %	0 %
Strong influence	0 %	6 %	1 %	0 %	6 %	5 %
Other:	97 %	94 %	98 %	100 %	94 %	95 %
Total in group:	34*	244*	169*	19*	169*	75*

V0047 Separate factor(s) - Spouse's career

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	2 %	0 %	0 %	1 %	4 %
Moderate influence	0 %	2 %	2 %	0 %	1 %	3 %
Strong influence	0 %	2 %	2 %	0 %	3 %	1 %
Other:	100 %	94 %	96 %	100 %	95 %	92 %
Total in group:	34*	244*	169*	19*	169*	75*

V0048 Separate factor(s) - Civilian job opportunities

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	1 %	0 %	0 %	1 %	3 %
Moderate influence	3 %	3 %	2 %	0 %	4 %	1 %
Strong influence	9 %	4 %	4 %	0 %	4 %	3 %
Other:	88 %	92 %	95 %	100 %	91 %	93 %
Total in group:	34*	244*	169*	19*	169*	75*

V0049 Separate factor(s) - Equal employment opportunities

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	0 %	0 %	0 %	1 %	0 %
Moderate influence	0 %	1 %	1 %	0 %	1 %	1 %
Strong influence	0 %	0 %	0 %	0 %	1 %	0 %
Other:	100 %	98 %	99 %	100 %	98 %	99 %
Total in group:	34*	244*	169*	19*	169*	75*

V0050 Separate factor(s) - Number of PCS moves

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	0 %	0 %	0 %	0 %	1 %
Moderate influence	0 %	2 %	0 %	0 %	4 %	0 %
Strong influence	3 %	2 %	2 %	0 %	2 %	1 %
Other:	97 %	95 %	98 %	100 %	94 %	97 %
Total in group:	34*	244*	169*	19*	169*	75*

V0051 Separate factor(s) - Location of present assignment

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	2 %	0 %	0 %	2 %	1 %
Moderate influence	3 %	2 %	0 %	5 %	2 %	3 %
Strong influence	3 %	4 %	2 %	0 %	5 %	3 %
Other:	91 %	92 %	98 %	95 %	92 %	93 %
Total in group:	34*	244*	169*	19*	169*	75*

V0052 Separate factor(s) - Number/duration of TDYs or deployments

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	0 %	1 %	0 %	1 %	0 %
Moderate influence	3 %	2 %	1 %	0 %	2 %	1 %
Strong influence	3 %	2 %	1 %	0 %	2 %	3 %
Other:	94 %	95 %	98 %	100 %	95 %	96 %
Total in group:	34*	244*	169*	19*	169*	75*

V0053 Separate factor(s) - Work schedule

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	1 %	1 %	0 %	1 %	3 %
Moderate influence	0 %	0 %	1 %	0 %	0 %	1 %
Strong influence	3 %	2 %	0 %	0 %	2 %	3 %
Other:	97 %	96 %	99 %	100 %	98 %	93 %
Total in group:	34*	244*	169*	19*	169*	75*

V0054 Separate factor(s) - Additional duties

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	2 %	1 %	0 %	1 %	3 %
Moderate influence	0 %	2 %	1 %	0 %	3 %	0 %
Strong influence	0 %	2 %	0 %	0 %	1 %	3 %
Other:	100 %	95 %	99 %	100 %	95 %	95 %
Total in group:	34*	244*	169*	19*	169*	75*

V0055 Separate factor(s) - Job security

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	1 %	0 %	0 %	0 %	3 %
Moderate influence	0 %	0 %	1 %	0 %	1 %	0 %
Strong influence	0 %	0 %	0 %	0 %	1 %	0 %
Other:	97 %	98 %	99 %	100 %	99 %	97 %
Total in group:	34*	244*	169*	19*	169*	75*

V0056 Separate factor(s) - Enlisted evaluation system

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	0 %	0 %	0 %	0 %	1 %
Moderate influence	6 %	2 %	0 %	0 %	4 %	0 %
Strong influence	0 %	3 %	3 %	5 %	3 %	3 %
Other:	91 %	94 %	97 %	95 %	93 %	96 %
Total in group:	34*	244*	169*	19*	169*	75*

V0057 Separate factor(s) - Promotion opportunities

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	1 %	0 %	0 %	1 %	1 %
Moderate influence	3 %	2 %	1 %	0 %	2 %	1 %
Strong influence	0 %	4 %	4 %	5 %	5 %	3 %
Other:	94 %	93 %	95 %	95 %	92 %	95 %
Total in group:	34*	244*	169*	19*	169*	75*

V0058 Separate factor(s) - Training/experience of unit personnel

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	0 %	1 %	0 %	0 %	0 %
Moderate influence	0 %	1 %	1 %	0 %	1 %	1 %
Strong influence	0 %	2 %	1 %	0 %	2 %	1 %
Other:	97 %	97 %	97 %	100 %	97 %	97 %
Total in group:	34*	244*	169*	19*	169*	75*

V0059 Separate factor(s) - Unit manning

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	1 %	0 %	0 %	1 %	0 %
Moderate influence	3 %	2 %	2 %	0 %	3 %	1 %
Strong influence	3 %	2 %	2 %	0 %	3 %	0 %
Other:	94 %	95 %	96 %	100 %	93 %	99 %
Total in group:	34*	244*	169*	19*	169*	75*

V0060 Separate factor(s) - Unit resources

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	1 %	1 %	0 %	1 %	0 %
Moderate influence	3 %	2 %	1 %	0 %	2 %	1 %
Strong influence	0 %	0 %	1 %	0 %	1 %	0 %
Other:	97 %	97 %	98 %	100 %	96 %	99 %
Total in group:	34*	244*	169*	19*	169*	75*

V0061 Separate factor(s) - Unit readiness

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	0 %	0 %	0 %	0 %	0 %
Moderate influence	3 %	0 %	1 %	0 %	0 %	1 %
Strong influence	0 %	0 %	0 %	0 %	1 %	0 %
Other:	97 %	99 %	99 %	100 %	99 %	99 %
Total in group:	34*	244*	169*	19*	169*	75*

V0062 Separate factor(s) - Recognition of efforts

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	6 %	2 %	0 %	0 %	3 %	1 %
Moderate influence	0 %	2 %	1 %	0 %	2 %	3 %
Strong influence	6 %	5 %	2 %	0 %	6 %	4 %
Other:	88 %	90 %	97 %	100 %	89 %	92 %
Total in group:	34*	244*	169*	19*	169*	75*

V0063 Separate factor(s) - Esprit de corps/morale

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	2 %	1 %	0 %	2 %	0 %
Moderate influence	3 %	3 %	1 %	0 %	3 %	3 %
Strong influence	12 %	6 %	3 %	0 %	6 %	5 %
Other:	85 %	90 %	96 %	100 %	89 %	92 %
Total in group:	34*	244*	169*	19*	169*	75*

V0064 Separate factor(s) - Leadership of immediate supervisor

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	1 %	0 %	0 %	1 %	1 %
Moderate influence	0 %	1 %	1 %	0 %	0 %	3 %
Strong influence	3 %	3 %	4 %	0 %	4 %	3 %
Other:	94 %	95 %	95 %	100 %	95 %	93 %
Total in group:	34*	244*	169*	19*	169*	75*

V0065 Separate factor(s) - Leadership at unit level

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	0 %	0 %	0 %	1 %	0 %
Moderate influence	3 %	0 %	2 %	0 %	0 %	1 %
Strong influence	3 %	4 %	3 %	0 %	3 %	5 %
Other:	91 %	95 %	95 %	100 %	96 %	93 %
Total in group:	34*	244*	169*	19*	169*	75*

V0066 Separate factor(s) - Senior Air Force leadership

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	0 %	0 %	0 %	1 %	0 %
Moderate influence	0 %	1 %	0 %	0 %	1 %	1 %
Strong influence	3 %	1 %	2 %	5 %	2 %	0 %
Other:	97 %	97 %	98 %	95 %	96 %	99 %
Total in group:	34*	244*	169*	19*	169*	75*

V0067 Reenlist factor(s) - Military lifestyle

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	18 %	7 %	5 %	0 %	6 %	8 %
Moderate influence	9 %	16 %	17 %	5 %	17 %	13 %
Strong influence	9 %	22 %	11 %	21 %	21 %	23 %
Other:	65 %	56 %	68 %	74 %	56 %	56 %
Total in group:	34*	244*	169*	19*	169*	75*

V0068 Reenlist factor(s) - Pay and allowances

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	5 %	4 %	5 %	4 %	5 %
Moderate influence	18 %	15 %	8 %	16 %	16 %	13 %
Strong influence	38 %	26 %	20 %	5 %	27 %	25 %
Other:	41 %	54 %	69 %	74 %	53 %	56 %
Total in group:	34*	244*	169*	19*	169*	75*

V0069 Reenlist factor(s) - Bonus or special pay

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	9 %	7 %	2 %	0 %	6 %	8 %
Moderate influence	6 %	8 %	4 %	0 %	11 %	1 %
Strong influence	21 %	13 %	4 %	0 %	13 %	13 %
Other:	65 %	73 %	91 %	100 %	70 %	77 %
Total in group:	34*	244*	169*	19*	169*	75*

V0070 Reenlist factor(s) - Retirement benefits

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	3 %	2 %	0 %	3 %	3 %
Moderate influence	12 %	9 %	7 %	5 %	10 %	5 %
Strong influence	24 %	40 %	31 %	16 %	40 %	40 %
Other:	62 %	48 %	60 %	79 %	47 %	52 %
Total in group:	34*	244*	169*	19*	169*	75*

V0071 Reenlist factor(s) - Military related education/training opportunities

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	12 %	2 %	3 %	5 %	2 %	1 %
Moderate influence	12 %	17 %	8 %	11 %	17 %	19 %
Strong influence	12 %	18 %	9 %	5 %	20 %	13 %
Other:	65 %	63 %	79 %	79 %	62 %	67 %
Total in group:	34*	244*	169*	19*	169*	75*

V0072 Reenlist factor(s) - Off-duty education and training opportunities

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	6 %	2 %	2 %	11 %	2 %	3 %
Moderate influence	21 %	16 %	8 %	11 %	12 %	23 %
Strong influence	24 %	29 %	12 %	5 %	31 %	24 %
Other:	50 %	54 %	77 %	74 %	55 %	51 %
Total in group:	34*	244*	169*	19*	169*	75*

V0073 Reenlist factor(s) - Medical or dental care for AD member

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	9 %	4 %	1 %	5 %	2 %	8 %
Moderate influence	9 %	13 %	9 %	0 %	13 %	12 %
Strong influence	35 %	23 %	17 %	0 %	26 %	15 %
Other:	47 %	61 %	72 %	95 %	59 %	65 %
Total in group:	34*	244*	169*	19*	169*	75*

V0074 Reenlist factor(s) - Medical care or dental care for family members

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	3 %	1 %	0 %	1 %	7 %
Moderate influence	12 %	9 %	8 %	0 %	9 %	9 %
Strong influence	26 %	26 %	18 %	11 %	28 %	21 %
Other:	59 %	61 %	73 %	89 %	61 %	63 %
Total in group:	34*	244*	169*	19*	169*	75*

V0075 Reenlist factor(s) - Base housing

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	3 %	1 %	0 %	2 %	7 %
Moderate influence	6 %	4 %	4 %	5 %	5 %	3 %
Strong influence	6 %	5 %	4 %	0 %	4 %	7 %
Other:	88 %	88 %	91 %	95 %	89 %	84 %
Total in group:	34*	244*	169*	19*	169*	75*

V0076 Reenlist factor(s) - Base services

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	9 %	3 %	4 %	0 %	2 %	5 %
Moderate influence	3 %	8 %	5 %	5 %	8 %	8 %
Strong influence	3 %	5 %	3 %	0 %	5 %	7 %
Other:	85 %	83 %	89 %	95 %	85 %	80 %
Total in group:	34*	244*	169*	19*	169*	75*

V0077 Reenlist factor(s) - Childcare needs

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	2 %	0 %	0 %	2 %	3 %
Moderate influence	9 %	4 %	2 %	0 %	2 %	7 %
Strong influence	3 %	10 %	5 %	0 %	9 %	11 %
Other:	88 %	84 %	93 %	100 %	86 %	80 %
Total in group:	34*	244*	169*	19*	169*	75*

V0078 Reenlist factor(s) - Spouse's career

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	2 %	0 %	0 %	1 %	3 %
Moderate influence	6 %	3 %	3 %	0 %	3 %	3 %
Strong influence	3 %	11 %	8 %	0 %	10 %	15 %
Other:	88 %	84 %	89 %	100 %	86 %	80 %
Total in group:	34*	244*	169*	19*	169*	75*

V0079 Reenlist factor(s) - Civilian job opportunities

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	2 %	1 %	0 %	2 %	1 %
Moderate influence	3 %	3 %	3 %	0 %	3 %	3 %
Strong influence	15 %	7 %	5 %	0 %	7 %	5 %
Other:	79 %	89 %	91 %	100 %	88 %	91 %
Total in group:	34*	244*	169*	19*	169*	75*

V0080 Reenlist factor(s) - Equal employment opportunities

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	0 %	2 %	0 %	0 %	0 %
Moderate influence	3 %	3 %	0 %	0 %	3 %	3 %
Strong influence	6 %	4 %	5 %	11 %	4 %	3 %
Other:	88 %	93 %	93 %	89 %	93 %	95 %
Total in group:	34*	244*	169*	19*	169*	75*

V0081 Reenlist factor(s) - Number of PCS moves

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	2 %	1 %	0 %	2 %	1 %
Moderate influence	3 %	7 %	6 %	0 %	7 %	8 %
Strong influence	6 %	5 %	1 %	5 %	4 %	7 %
Other:	91 %	86 %	92 %	95 %	88 %	84 %
Total in group:	34*	244*	169*	19*	169*	75*

V0082 Reenlist factor(s) - Location of present assignment

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	2 %	1 %	0 %	2 %	4 %
Moderate influence	3 %	7 %	4 %	0 %	8 %	4 %
Strong influence	12 %	15 %	14 %	0 %	13 %	20 %
Other:	82 %	75 %	81 %	100 %	77 %	72 %
Total in group:	34*	244*	169*	19*	169*	75*

V0083 Reenlist factor(s) - Number/duration of TDYs or deployments

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	1 %	1 %	0 %	1 %	0 %
Moderate influence	6 %	5 %	2 %	0 %	5 %	3 %
Strong influence	0 %	7 %	6 %	0 %	7 %	7 %
Other:	91 %	88 %	91 %	100 %	87 %	91 %
Total in group:	34*	244*	169*	19*	169*	75*

V0084 Reenlist factor(s) - Work schedule

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	9 %	5 %	4 %	0 %	4 %	7 %
Moderate influence	18 %	8 %	6 %	0 %	10 %	4 %
Strong influence	9 %	12 %	7 %	5 %	9 %	19 %
Other:	65 %	75 %	83 %	95 %	78 %	71 %
Total in group:	34*	244*	169*	19*	169*	75*

V0085 Reenlist factor(s) - Additional duties

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	4 %	2 %	0 %	5 %	3 %
Moderate influence	3 %	1 %	2 %	0 %	1 %	1 %
Strong influence	3 %	2 %	1 %	0 %	1 %	5 %
Other:	94 %	92 %	95 %	100 %	93 %	91 %
Total in group:	34*	244*	169*	19*	169*	75*

V0086 Reenlist factor(s) - Job security

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	5 %	1 %	0 %	6 %	4 %
Moderate influence	3 %	9 %	7 %	0 %	9 %	8 %
Strong influence	41 %	39 %	22 %	11 %	40 %	35 %
Other:	53 %	48 %	70 %	89 %	45 %	53 %
Total in group:	34*	244*	169*	19*	169*	75*

V0087 Reenlist factor(s) - Enlisted evaluation system

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	6 %	3 %	0 %	0 %	4 %	1 %
Moderate influence	3 %	1 %	1 %	0 %	2 %	0 %
Strong influence	3 %	4 %	4 %	0 %	4 %	4 %
Other:	88 %	92 %	95 %	100 %	91 %	95 %
Total in group:	34*	244*	169*	19*	169*	75*

V0088 Reenlist factor(s) - Promotion opportunities

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	6 %	3 %	0 %	0 %	4 %	1 %
Moderate influence	9 %	7 %	5 %	0 %	9 %	3 %
Strong influence	9 %	16 %	14 %	11 %	17 %	15 %
Other:	76 %	74 %	80 %	89 %	71 %	81 %
Total in group:	34*	244*	169*	19*	169*	75*

V0089 Reenlist factor(s) - Training/experience of unit personnel

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	9 %	1 %	1 %	0 %	1 %	1 %
Moderate influence	3 %	4 %	4 %	0 %	4 %	4 %
Strong influence	6 %	5 %	5 %	11 %	5 %	7 %
Other:	82 %	90 %	90 %	89 %	91 %	88 %
Total in group:	34*	244*	169*	19*	169*	75*

V0090 Reenlist factor(s) - Unit manning

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	2 %	1 %	0 %	1 %	3 %
Moderate influence	3 %	2 %	3 %	0 %	2 %	1 %
Strong influence	6 %	5 %	2 %	0 %	5 %	4 %
Other:	88 %	92 %	95 %	100 %	92 %	92 %
Total in group:	34*	244*	169*	19*	169*	75*

V0091 Reenlist factor(s) - Unit resources

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	2 %	0 %	0 %	1 %	3 %
Moderate influence	3 %	1 %	2 %	0 %	2 %	0 %
Strong influence	3 %	2 %	1 %	0 %	2 %	4 %
Other:	91 %	95 %	98 %	100 %	95 %	93 %
Total in group:	34*	244*	169*	19*	169*	75*

V0092 Reenlist factor(s) - Unit readiness

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	0 %	0 %	0 %	0 %	1 %
Moderate influence	0 %	0 %	1 %	0 %	1 %	0 %
Strong influence	0 %	1 %	1 %	0 %	1 %	3 %
Other:	97 %	98 %	98 %	100 %	99 %	96 %
Total in group:	34*	244*	169*	19*	169*	75*

V0093 Reenlist factor(s) - Recognition of efforts

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	6 %	4 %	2 %	0 %	4 %	5 %
Moderate influence	6 %	7 %	5 %	5 %	8 %	3 %
Strong influence	6 %	10 %	7 %	5 %	11 %	9 %
Other:	82 %	79 %	86 %	89 %	78 %	83 %
Total in group:	34*	244*	169*	19*	169*	75*

V0094 Reenlist factor(s) - Esprit de corps/morale

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	4 %	4 %	0 %	4 %	4 %
Moderate influence	3 %	10 %	7 %	11 %	12 %	5 %
Strong influence	18 %	17 %	16 %	16 %	15 %	20 %
Other:	76 %	70 %	73 %	74 %	69 %	71 %
Total in group:	34*	244*	169*	19*	169*	75*

V0095 Reenlist factor(s) - Leadership of immediate supervisor

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	2 %	2 %	0 %	2 %	4 %
Moderate influence	3 %	7 %	3 %	5 %	6 %	9 %
Strong influence	3 %	12 %	8 %	5 %	11 %	13 %
Other:	91 %	79 %	87 %	89 %	81 %	73 %
Total in group:	34*	244*	169*	19*	169*	75*

V0096 Reenlist factor(s) - Leadership at unit level

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	3 %	1 %	1 %	0 %	1 %	1 %
Moderate influence	0 %	5 %	4 %	0 %	5 %	4 %
Strong influence	6 %	7 %	6 %	0 %	7 %	8 %
Other:	91 %	87 %	89 %	100 %	88 %	87 %
Total in group:	34*	244*	169*	19*	169*	75*

V0097 Reenlist factor(s) - Senior Air Force leadership

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Slight influence	0 %	2 %	0 %	0 %	2 %	3 %
Moderate influence	0 %	2 %	2 %	5 %	3 %	1 %
Strong influence	3 %	7 %	6 %	0 %	7 %	7 %
Other:	97 %	89 %	92 %	95 %	88 %	89 %
Total in group:	34*	244*	169*	19*	169*	75*

V0098 Deployments completed in support of contingencies/exercises past 12 months

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
None	97 %	91 %	91 %	100 %	91 %	93 %
1 deployment	3 %	7 %	7 %	0 %	7 %	7 %
2 deployments	0 %	1 %	1 %	0 %	2 %	0 %
3 deployments	0 %	0 %	1 %	0 %	1 %	0 %
4 deployments	0 %	0 %	0 %	0 %	0 %	0 %
5 deployments	0 %	0 %	0 %	0 %	0 %	0 %
6 deployments or more	0 %	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0099 Days spent TDY in support of contingencies/exercises past 12 months

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
30 days or less	0 %	3 %	2 %	0 %	4 %	1 %
31 - 59 days	0 %	3 %	1 %	0 %	3 %	3 %
60 - 89 days	0 %	1 %	1 %	0 %	1 %	1 %
90 - 119 days	3 %	2 %	2 %	0 %	2 %	1 %
120 - 149 days	0 %	0 %	2 %	0 %	0 %	0 %
150 - 179 days	0 %	0 %	0 %	0 %	0 %	0 %
180 days or more	0 %	0 %	0 %	0 %	0 %	0 %
Other:	97 %	91 %	91 %	100 %	91 %	93 %
Total in group:	34*	244*	169*	19*	169*	75*

V0100 Job title

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Adverse Actions Paralegal	9 %	9 %	0 %	0 %	7 %	15 %
Asst Chief, Court Administrator	0 %	0 %	0 %	0 %	0 %	1 %
Assistant Court Administrator	0 %	1 %	0 %	0 %	1 %	0 %
NCOIC, Adverse Actions	3 %	3 %	3 %	0 %	4 %	1 %
Asst NCOIC, Adverse Actions	0 %	1 %	0 %	0 %	1 %	1 %
Asst NCOIC, Civil Law	0 %	2 %	1 %	0 %	2 %	4 %
Asst NCOIC, Claims	6 %	6 %	2 %	0 %	7 %	5 %
Asst NCOIC, Military Justice	12 %	7 %	2 %	0 %	7 %	5 %
Chief, Court Administrator	0 %	0 %	1 %	0 %	1 %	0 %
Circuit Court Administrator	0 %	1 %	0 %	0 %	2 %	0 %
Civil Law Paralegal	6 %	3 %	1 %	0 %	2 %	5 %
Claims Paralegal	26 %	17 %	5 %	0 %	18 %	16 %
Command Paralegal Manager	0 %	0 %	1 %	11 %	0 %	0 %
Computer Administrator	0 %	0 %	0 %	0 %	0 %	0 %
Defense Paralegal	0 %	12 %	1 %	0 %	14 %	8 %
Hospital Recovery Paralegal	0 %	0 %	0 %	0 %	0 %	0 %
Instructor	0 %	2 %	1 %	0 %	2 %	1 %
Instructor Supervisor	0 %	0 %	1 %	0 %	0 %	1 %
Law Office Manager	6 %	1 %	31 %	47 %	1 %	0 %
Law Office Superintendent	0 %	0 %	3 %	32 %	0 %	0 %
Magistrate Court Paralegal	0 %	0 %	0 %	0 %	0 %	0 %
Military Justice Paralegal	24 %	11 %	0 %	0 %	11 %	9 %
NCOIC, Civil Law	3 %	5 %	5 %	0 %	4 %	7 %
NCOIC, Claims	0 %	5 %	12 %	0 %	7 %	1 %
NCOIC, General Law	0 %	0 %	4 %	0 %	0 %	1 %
NCOIC, Internat'l/Operation Law	0 %	2 %	3 %	0 %	0 %	8 %
NCOIC, Legal Assistance	0 %	0 %	0 %	0 %	0 %	0 %
NCOIC, Military Justice	0 %	6 %	16 %	0 %	7 %	5 %
Tort Claims Examiner	0 %	1 %	1 %	0 %	1 %	0 %
Other	6 %	2 %	7 %	11 %	2 %	3 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0101 Specialized legal area which best describes where you spend most time

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Adverse Actions	3 %	8 %	2 %	0 %	8 %	9 %
Circuit Office	0 %	1 %	1 %	5 %	1 %	1 %
Civil Law	6 %	6 %	8 %	0 %	5 %	9 %
Claims	41 %	27 %	18 %	0 %	30 %	21 %
Contract Law	0 %	0 %	1 %	0 %	0 %	0 %
Defense Paralegal	0 %	11 %	1 %	0 %	12 %	8 %
Environmental Law	0 %	0 %	0 %	0 %	0 %	0 %
Hospital Recovery	0 %	0 %	1 %	0 %	1 %	0 %
International/Operational Law	0 %	2 %	3 %	0 %	0 %	5 %
Labor Law	0 %	0 %	0 %	0 %	0 %	0 %
Law Office Management	3 %	1 %	30 %	89 %	1 %	1 %
Legal Assistance	0 %	2 %	2 %	0 %	1 %	4 %
Military Justice	38 %	30 %	21 %	0 %	32 %	25 %
The JAG School	0 %	3 %	2 %	0 %	2 %	4 %
Other	9 %	9 %	9 %	5 %	8 %	11 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0102 Are you currently in upgrade training

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	88 %	48 %	6 %	16 %	53 %	37 %
No	12 %	52 %	94 %	84 %	47 %	63 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0103 Spec legal area recd trng past 12 mths-Adverse Actions

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	21 %	28 %	9 %	5 %	28 %	28 %
Other:	79 %	72 %	91 %	95 %	72 %	72 %
Total in group:	34*	244*	169*	19*	169*	75*

V0104 Spec legal area recd trng past 12 mths-Circuit Office

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	0 %	2 %	1 %	0 %	2 %	1 %
Other:	100 %	98 %	99 %	100 %	98 %	99 %
Total in group:	34*	244*	169*	19*	169*	75*

V0105 Spec legal area recd trng past 12 mths-Civil Law

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	44 %	34 %	12 %	11 %	37 %	28 %
Other:	56 %	66 %	88 %	89 %	63 %	72 %
Total in group:	34*	244*	169*	19*	169*	75*

V0106 Spec legal area recd trng past 12 mths-Claims

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	59 %	47 %	14 %	16 %	50 %	41 %
Other:	41 %	53 %	86 %	84 %	50 %	59 %
Total in group:	34*	244*	169*	19*	169*	75*

V0107 Spec legal area recd trng past 12 mths-Contract Law

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	0 %	4 %	2 %	0 %	5 %	1 %
Other:	100 %	96 %	98 %	100 %	95 %	99 %
Total in group:	34*	244*	169*	19*	169*	75*

V0108 Spec legal area recd trng past 12 mths-Defense Paralegal

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	0 %	7 %	1 %	0 %	7 %	8 %
Other:	100 %	93 %	99 %	100 %	93 %	92 %
Total in group:	34*	244*	169*	19*	169*	75*

V0109 Spec legal area recd trng past 12 mths-Environmental Law

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	3 %	4 %	3 %	0 %	5 %	3 %
Other:	97 %	96 %	97 %	100 %	95 %	97 %
Total in group:	34*	244*	169*	19*	169*	75*

V0110 Spec legal area recd trng past 12 mths-Hospital Recovery

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	9 %	14 %	5 %	5 %	14 %	13 %
Other:	91 %	86 %	95 %	95 %	86 %	87 %
Total in group:	34*	244*	169*	19*	169*	75*

V0111 Spec legal area recd trng past 12 mths-International and Operational Law

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	9 %	12 %	8 %	0 %	11 %	15 %
Other:	91 %	88 %	92 %	100 %	89 %	85 %
Total in group:	34*	244*	169*	19*	169*	75*

V0112 Spec legal area recd trng past 12 mths-Labor Law

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	0 %	5 %	2 %	0 %	6 %	3 %
Other:	100 %	95 %	98 %	100 %	94 %	97 %
Total in group:	34*	244*	169*	19*	169*	75*

V0113 Spec legal area recd trng past 12 mths-Law Office Management

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	12 %	6 %	25 %	26 %	6 %	7 %
Other:	88 %	94 %	75 %	74 %	94 %	93 %
Total in group:	34*	244*	169*	19*	169*	75*

V0114 Spec legal area recd trng past 12 mths-Legal Assistance

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	38 %	25 %	9 %	11 %	26 %	24 %
Other:	62 %	75 %	91 %	89 %	74 %	76 %
Total in group:	34*	244*	169*	19*	169*	75*

V0115 Spec legal area recd trng past 12 mths-Military Justice

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	56 %	49 %	19 %	16 %	51 %	45 %
Other:	44 %	51 %	81 %	84 %	49 %	55 %
Total in group:	34*	244*	169*	19*	169*	75*

V0116 Spec legal area recd trng past 12 mths-The Judge Advocate Gen (TJAG) Sch

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	21 %	16 %	12 %	5 %	17 %	16 %
Other:	79 %	84 %	88 %	95 %	83 %	84 %
Total in group:	34*	244*	169*	19*	169*	75*

V0117 Spec legal area recd trng past 12 mths-Other

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Yes	12 %	15 %	14 %	21 %	15 %	16 %
Other:	88 %	85 %	86 %	79 %	85 %	84 %
Total in group:	34*	244*	169*	19*	169*	75*

V0118 Number of hours per week, on average, spend working in excess of 40 hours

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
5 hours per week or less	44 %	41 %	38 %	16 %	43 %	39 %
6 - 10 hours per week	24 %	42 %	39 %	42 %	38 %	49 %
11 - 15 hours per week	15 %	13 %	15 %	32 %	16 %	7 %
16 - 20 hours per week	3 %	2 %	5 %	11 %	1 %	4 %
21 - 25 hours per week	9 %	1 %	2 %	0 %	2 %	0 %
26 hours per week or more	6 %	0 %	1 %	0 %	0 %	1 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

V0119 Do you prefer to complete surveys on a computer, or by paper-and-pencil

Interval Percentages	5J031 gp0003	5J051 gp0004	5J071 gp0005	5J091 gp0006	CONUS gp0037	O'SEAS gp0038
Computer	62 %	68 %	67 %	79 %	70 %	63 %
Booklet	12 %	13 %	13 %	11 %	12 %	13 %
No preference	26 %	19 %	20 %	11 %	17 %	24 %

Other:	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	34*	244*	169*	19*	169*	75*

Number of Members: 54

GP0008

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	32.22	32.23
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	31.41	63.65
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	13.86	77.51
B	PERFORMING CIVIL LAW ACTIVITIES	62	8.72	86.23
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	5.09	91.32
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	2.54	93.87
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.87	95.74
K	PERFORMING TRAINING ACTIVITIES	21	1.56	97.30
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.17	98.47
E	PERFORMING COURT REPORTING ACTIVITIES	18	.85	99.32
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.58	99.90
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.10	100.00

Number of Members: 54

GP0008

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	74.07	1.79	1.33	1.33	
A0002	Answer customer service telephone calls	77.78	1.55	1.21	2.53	
A0007	Compose or type administrative correspondence	74.07	1.59	1.18	3.71	
B0110	Witness execution of wills	81.48	1.16	.94	4.65	
F0310	Adjudicate claims	48.15	1.89	.91	5.57	5
C0140	Input AMJAMS data	48.15	1.86	.90	6.46	
A0038	Process incoming or outgoing electronic mail	61.11	1.45	.89	7.35	
B0111	Witness signing of legal documents	83.33	1.06	.88	8.23	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	44.44	1.95	.87	9.09	
F0314	Assemble claims files	48.15	1.79	.86	9.96	10
F0319	Brief claimants on claims filing procedures	46.30	1.77	.82	10.78	
A0045	Review suspense dates	59.26	1.32	.78	11.56	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	46.30	1.67	.77	12.33	
F0348	Prepare claims labels	46.30	1.65	.76	13.10	
F0320	Close out claims	46.30	1.62	.75	13.85	15
F0316	Assert carrier recovery claims	44.44	1.69	.75	14.60	
F0321	Conduct claims inspections	46.30	1.57	.73	15.33	
F0347	Prepare claims inspection memorandums	42.59	1.59	.68	16.00	
F0380	Process personnel claims, other than for clothing	44.44	1.51	.67	16.67	
B0086	Prepare or review powers of attorney	61.11	1.06	.65	17.32	20
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	44.44	1.46	.65	17.97	
F0341	Perform follow-up actions on personnel claims	46.30	1.39	.64	18.62	
C0175	Prepare or review Article 15, UCMJ, punishments	37.04	1.71	.63	19.25	
F0363	Prepare or review demand on carrier or contractor	40.74	1.52	.62	19.87	
F0324	Determine chapter for claims	44.44	1.39	.62	20.49	25
C0137	Draft charges and specifications for actions, other than court-martial actions	38.89	1.59	.62	21.10	
C0141	Monitor offenses to ensure timely initiation of	37.04	1.54	.61	21.71	

	Article 15, UCMJ, actions				
F0325	Determine claims jurisdiction	48.15	1.25	.60	22.31
F0384	Process reconsiderations from claimants	44.44	1.35	.60	22.91

Number of Members: 54

GP0008

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0360	Prepare vouchers for payment of claims	44.44	1.34	.59	23.51	30
C0120	Complete Article 15, UCMJ, processing checklist procedures	35.19	1.68	.59	24.10	
B0065	Notarize documents	64.81	.90	.59	24.68	
A0006	Compile statistical data	57.41	1.01	.58	25.26	
F0337	Perform follow-up actions on carrier recovery claims	35.19	1.61	.57	25.83	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	46.30	1.22	.57	26.40	35
F0383	Process rebuttals from carriers	38.89	1.45	.56	26.96	
B0053	Brief clients on powers of attorney	61.11	.90	.55	27.51	
F0403	Verify identity of claimants	42.59	1.28	.54	28.06	
C0121	Complete court-martial processing checklist procedures	38.89	1.35	.52	28.58	
A0041	Refer clients to other supportive agencies	55.56	.93	.52	29.10	40
F0322	Conduct claims investigations	42.59	1.20	.51	29.61	
F0369	Process carrier recovery claims for settlements	37.04	1.35	.50	30.11	
C0119	Compile Article 15, UCMJ, supportive evidence	35.19	1.42	.50	30.61	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	33.33	1.50	.50	31.11	
F0333	Maintain potential claims files	38.89	1.26	.49	31.60	45
B0064	Maintain notary logs	59.26	.82	.49	32.08	
C0179	Prepare or review Article 15, UCMJ, vacation actions	35.19	1.38	.49	32.57	
F0402	Transfer claims using AFCIMS	42.59	1.12	.48	33.05	
F0395	Review completed claims files prior to payment	35.19	1.35	.48	33.52	
A0047	Schedule office appointments	55.56	.86	.48	34.00	50
A0030	Prepare briefings, other than professional military education (PME) briefings	55.56	.85	.47	34.47	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	37.04	1.27	.47	34.94	
F0346	Prepare claims for transmittal	38.89	1.21	.47	35.41	
B0109	Verify eligibility of clients for legal assistance	50.00	.93	.47	35.88	
F0372	Process claims payment vouchers	38.89	1.20	.46	36.34	55
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	29.63	1.56	.46	36.81	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	38.89	1.19	.46	37.27	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	33.33	1.38	.46	37.73	
C0178	Prepare or review Article 15, UCMJ, suspension actions	35.19	1.30	.46	38.19	
A0008	Conduct client interviews, other than for preparation of simple wills	42.59	1.05	.45	38.64	60
C0139	Edit AMJAMS products	33.33	1.34	.45	39.08	
F0315	Assemble investigative files on potential claims	40.74	1.09	.44	39.53	
F0345	Prepare claimant instruction packets	42.59	1.04	.44	39.97	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	44.44	.99	.44	40.41	
F0335	Perform claims legal research	35.19	1.24	.44	40.85	65
F0365	Prepare or review settlement agreements	35.19	1.21	.43	41.27	
F0340	Perform follow-up actions on incomplete mail-in claims	40.74	1.05	.43	41.70	

F0381	Process personnel clothing claims	38.89	1.09	.42	42.12	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	38.89	1.08	.42	42.54	
A0049	Sort and distribute incoming mail	38.89	1.06	.41	42.96	70

Number of Members: 54

GP0008

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0148	Notify participants of courts-martial or boards	35.19	1.16	.41	43.37	
C0138	Draft charges and specifications for court-martial actions	35.19	1.16	.41	43.77	
C0163	Prepare trial folders	35.19	1.14	.40	44.17	
C0229	Request reports on individual personnel (RIPs)	33.33	1.19	.40	44.57	
F0344	Prepare carrier recovery claims for setoffs	33.33	1.17	.39	44.96	75
C0246	Review unfavorable information files (UIFs)	27.78	1.40	.39	45.35	
F0391	Procure statements in support of claims	29.63	1.31	.39	45.73	
I0471	Maintain administrative files	31.48	1.22	.39	46.12	
F0398	Review payments from claimants' insurers	35.19	1.08	.38	46.50	
F0311	Analyze claims management data listings or reports	31.48	1.21	.38	46.88	80
F0399	Review security forces blotters for potential claims	35.19	1.06	.37	47.25	
C0244	Review security forces blotters for potential disciplinary actions	35.19	1.05	.37	47.63	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	38.89	.95	.37	47.99	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	25.93	1.40	.36	48.36	
C0176	Prepare or review Article 15, UCMJ, remission actions	31.48	1.13	.36	48.71	85
C0177	Prepare or review Article 15, UCMJ, set aside actions	33.33	1.06	.35	49.07	
C0170	Prepare or review Article 15, UCMJ, appeal actions	29.63	1.19	.35	49.42	
C0205	Process Article 15, UCMJ, appeal actions	25.93	1.34	.35	49.76	
A0024	Log or suspense incoming correspondence	35.19	.99	.35	50.11	
F0370	Process carrier recovery insurance claims	29.63	1.17	.35	50.46	90
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	24.07	1.44	.35	50.81	
F0362	Prepare or review claims activity reports	31.48	1.09	.34	51.15	
A0028	Make lodging or transportation arrangements	27.78	1.23	.34	51.49	
C0253	Verify availability of court-martial or board members	31.48	1.08	.34	51.84	
A0011	Coordinate adverse actions with base agencies	24.07	1.41	.34	52.18	95
C0240	Review evidence to determine appropriateness for military justice actions	27.78	1.22	.34	52.52	
F0374	Process federal tort claims	31.48	1.08	.34	52.85	
C0173	Prepare or review Article 15, UCMJ, decision letters	22.22	1.52	.34	53.19	
B0059	Conduct will executions	38.89	.87	.34	53.53	
C0118	Brief organizations on Article 15, UCMJ, procedures	27.78	1.21	.34	53.87	100
F0361	Prepare and process unearned transportation charges	29.63	1.11	.33	54.20	
C0243	Review RIPs for courts-martial	33.33	.98	.33	54.52	
C0136	Distribute court-martial records of trials to reviewing authorities	31.48	1.03	.33	54.85	
C0149	Perform military justice legal research	35.19	.92	.32	55.17	
B0054	Compile administrative involuntary discharge files	22.22	1.46	.32	55.50	105
F0326	Develop claims checklists	31.48	1.03	.32	55.82	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	35.19	.91	.32	56.14	
F0317	Assert government (G) claims	31.48	1.02	.32	56.46	
F0321	Maintain claims funds logs	29.63	1.07	.32	56.78	

C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	33.33	.95	.32	57.09	110
F0312	Annotate claims funds logs	29.63	1.06	.31	57.41	

Number of Members: 54

GP0008

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0033	Prepare letters of appointment	37.04	.85	.31	57.72	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	27.78	1.12	.31	58.03	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	33.33	.92	.31	58.34	
C0151	Prepare administrative hold or release letters	37.04	.82	.30	58.64	115
F0334	Negotiate claims settlements	27.78	1.08	.30	58.94	
C0235	Review charge sheets for accuracy and completeness	29.63	.99	.29	59.23	
C0198	Prepare or review proposed court-martial member lists	31.48	.90	.28	59.52	
D0261	Prepare or review Article 15 responses	18.52	1.52	.28	59.80	
C0166	Prepare or process releases for court-martial or board members	27.78	1.00	.28	60.08	120
C0228	Request records of prior disciplinary actions	29.63	.93	.28	60.35	
C0147	Monitor and report on special interest cases	27.78	.99	.27	60.63	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	16.67	1.65	.27	60.90	
C0172	Prepare or review Article 15, UCMJ, base activity reports	24.07	1.13	.27	61.18	
F0327	Edit claims management products	25.93	1.04	.27	61.44	125
C0238	Review court-martial or board member information	27.78	.96	.27	61.71	
C0155	Prepare courtrooms for proceedings	33.33	.80	.27	61.98	
F0357	Prepare seven-point memorandums	27.78	.96	.27	62.25	
B0051	Assist in preparation of legal assistance cards	31.48	.85	.27	62.51	
F0338	Perform follow-up actions on G claims	24.07	1.10	.26	62.78	130
C0164	Prepare witness payment vouchers	27.78	.95	.26	63.04	
C0233	Review AMJAMS strength reports	24.07	1.08	.26	63.30	
C0162	Prepare sentencing worksheets	31.48	.83	.26	63.56	
A0035	Prepare witness travel orders	27.78	.93	.26	63.82	
K0487	Conduct on-the-job training (OJT)	25.93	.99	.26	64.07	135
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	25.93	.98	.26	64.33	
F0397	Review direct procurement method (DPM) contracts	31.48	.81	.26	64.58	
F0328	Follow up on other investigative agencies' investigations	29.63	.86	.25	64.84	
F0375	Process G claims	25.93	.98	.25	65.09	
C0193	Prepare or review flimsies	31.48	.80	.25	65.35	140
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	18.52	1.36	.25	65.60	
C0135	Distribute court-martial orders	31.48	.80	.25	65.85	
F0401	Suspense payment vouchers	25.93	.97	.25	66.10	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	25.93	.96	.25	66.35	
C0251	Suspense or follow up on military justice actions	25.93	.95	.25	66.59	145
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	29.63	.83	.25	66.84	
C0248	Serve records of trial on accused	28.63	.82	.25	67.09	

C0157	Prepare findings worksheets	27.78	.88	.25	67.33	
L0555	Write or indorse military performance reports	20.37	1.20	.24	67.58	
C0220	Procure court-martial or board members	25.93	.94	.24	67.82	150

Number of Members: 54

GP0008

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0392	Reconcile claims funds logs	25.93	.94	.24	68.07	
A0012	Develop local office programs for computers, such as spreadsheets	29.63	.82	.24	68.31	
C0123	Conduct First Term Airman Course (FTAC) briefings	25.93	.93	.24	68.55	
F0323	Coordinate claims with other investigative agencies	31.48	.76	.24	68.79	
A0010	Conduct witness interviews	35.19	.67	.23	69.02	155
B0052	Assist in preparation of Legal Information Online System (LIONS)	27.78	.84	.23	69.26	
L0551	Write inspection reports	20.37	1.14	.23	69.49	
C0130	Coordinate witness fundings with appropriate agencies	25.93	.89	.23	69.72	
C0231	Research charges and specifications for court-martial actions	24.07	.95	.23	69.95	
F0313	Approve claims	22.22	1.02	.23	70.17	160
C0227	Request military witnesses for courts-martial	25.93	.87	.23	70.40	
L0556	Write recommendations for awards or decorations	20.37	1.10	.22	70.62	
C0196	Prepare or review letters concerning submission of matters to convening authority	27.78	.81	.22	70.85	
A0026	Maintain office computer systems	18.52	1.20	.22	71.07	
C0230	Request witness fundings	24.07	.92	.22	71.29	165
F0364	Prepare or review requests for claims funds	24.07	.91	.22	71.51	
C0168	Prepare or review amendments to court-martial convening orders	29.63	.74	.22	71.73	
C0207	Process computer-generated AMJAMS reports for distribution	25.93	.84	.22	71.95	
A0015	Dispose of unclassified files	33.33	.65	.22	72.16	
A0019	Hand-carry priority communications or documents to internal action offices	20.37	1.05	.21	72.38	170
L0514	Counsel subordinates concerning personal matters	22.22	.96	.21	72.59	
A0036	Process administrative orders	25.93	.82	.21	72.80	
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	18.52	1.13	.21	73.01	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	25.93	.81	.21	73.22	
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	27.78	.74	.21	73.43	175
C0217	Process witness payment vouchers	24.07	.85	.20	73.63	
L0511	Conduct supervisory performance feedback sessions	20.37	.99	.20	73.83	
C0184	Prepare or review court-martial convening orders	29.63	.67	.20	74.03	
D0257	Coordinate individual case dockets with legal office or circuit courts	12.96	1.53	.20	74.23	
C0192	Prepare or review discovery requests	22.22	.89	.20	74.43	180
C0225	Request civilian witnesses for courts-martial	24.07	.80	.19	74.62	
C0185	Prepare or review court-martial promulgating orders	29.63	.65	.19	74.81	
D0290	Schedule client appointments	20.37	.94	.19	75.01	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	18.52	1.04	.19	75.20	

A0032	Prepare conference areas for briefings or meetings	31.48	.61	.19	75.39	185
C0174	Prepare or review Article 15, UCMJ, mitigation actions	20.37	.93	.19	75.58	
C0131	Copy records of trial	25.93	.72	.19	75.77	

Number of Members: 54

GP0008

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0223	Procure and brief individuals for bailiff duties	29.63	.62	.18	75.95	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	14.81	1.23	.18	76.13	
C0206	Process Article 32, UCMJ, investigations	22.22	.81	.18	76.31	190
C0171	Prepare or review Article 15, UCMJ, appellate actions	16.67	1.08	.18	76.49	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	25.93	.69	.18	76.67	
C0126	Coordinate individual case dockets with defense council circuit	11.11	1.60	.18	76.85	
K0499	Maintain training records or files	18.52	.95	.18	77.02	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	20.37	.84	.17	77.20	195
C0195	Prepare or review invitational travel orders	24.07	.71	.17	77.37	
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	24.07	.71	.17	77.54	
L0537	Inspect personnel for compliance with military standards	18.52	.91	.17	77.71	
F0379	Process nonappropriated funds claims	24.07	.70	.17	77.88	
A0001	Administer client questionnaires	25.93	.65	.17	78.05	200
E0299	Maintain court files or tapes	9.26	1.80	.17	78.21	
A0018	Follow up on submitted travel vouchers	24.07	.69	.17	78.38	
C0208	Process court-martial promulgating orders	24.07	.68	.16	78.54	
B0063	Maintain legal assistance records	16.67	.99	.16	78.71	
C0116	Assist with pretrial confinement hearings	20.37	.80	.16	78.87	205
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	18.52	.87	.16	79.03	
C0250	Serve as VWAP coordinator	16.67	.97	.16	79.19	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	18.52	.87	.16	79.35	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	18.52	.86	.16	79.51	
L0516	Determine or establish work assignments or priorities	16.67	.95	.16	79.67	210
C0146	Monitor victim and witness assistance program (VWAP)	16.67	.94	.16	79.83	
C0127	Coordinate preferral of charges on pretrial confinees with commanders	22.22	.70	.16	79.98	

Number of Members: 79

GP0009

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	32.00	32.01
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	31.52	63.53
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	13.89	77.42
B	PERFORMING CIVIL LAW ACTIVITIES	62	9.84	87.27
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	4.20	91.46
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	2.97	94.43
K	PERFORMING TRAINING ACTIVITIES	21	1.47	95.91
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.44	97.35
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.13	98.48
E	PERFORMING COURT REPORTING ACTIVITIES	18	.96	99.44
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.49	99.93
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.07	100.00

Number of Members: 79

GP0009

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	72.15	1.85	1.34	1.34	
A0002	Answer customer service telephone calls	75.95	1.60	1.22	2.55	
A0007	Compose or type administrative correspondence	72.15	1.57	1.13	3.68	
B0110	Witness execution of wills	81.01	1.26	1.02	4.71	
B0111	Witness signing of legal documents	81.01	1.17	.95	5.66	5
F0310	Adjudicate claims	46.84	1.88	.88	6.54	
C0140	Input AMJAMS data	48.10	1.77	.85	7.39	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	43.04	1.98	.85	8.24	
F0319	Brief claimants on claims filing procedures	45.57	1.77	.81	9.05	
F0314	Assemble claims files	46.84	1.72	.81	9.86	10
A0038	Process incoming or outgoing electronic mail	55.70	1.43	.80	10.65	
B0065	Notarize documents	72.15	1.10	.79	11.44	
B0086	Prepare or review powers of attorney	65.82	1.20	.79	12.23	
F0348	Prepare claims labels	44.30	1.68	.74	12.97	
F0316	Assert carrier recovery claims	43.04	1.72	.74	13.71	15
F0320	Close out claims	45.57	1.60	.73	14.44	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	44.30	1.65	.73	15.17	
B0053	Brief clients on powers of attorney	64.56	1.11	.71	15.89	
F0321	Conduct claims inspections	45.57	1.50	.68	16.57	
B0064	Maintain notary logs	65.82	1.02	.67	17.24	20
F0347	Prepare claims inspection memorandums	41.77	1.59	.66	17.90	
A0045	Review suspense dates	50.63	1.30	.66	18.56	
F0380	Process personnel claims, other than for clothing	41.77	1.57	.66	19.22	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	40.51	1.61	.65	19.87	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	44.30	1.46	.65	20.51	25
F0360	Prepare vouchers for payment of claims	43.04	1.48	.64	21.15	
F0341	Perform follow-up actions on personnel claims	44.30	1.40	.62	21.77	

F0383	Process rebuttals from carriers	39.24	1.57	.62	22.39	
F0337	Perform follow-up actions on carrier recovery claims	36.71	1.62	.59	22.98	
F0384	Process reconsiderations from claimants	43.04	1.37	.59	23.57	30

Number of Members: 79

GP0009

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0324	Determine chapter for claims	44.30	1.30	.57	24.15	
C0120	Complete Article 15, UCMJ, processing checklist procedures	36.71	1.55	.57	24.71	
C0137	Draft charges and specifications for actions, other than court-martial actions	39.24	1.42	.56	25.27	
B0109	Verify eligibility of clients for legal assistance	51.90	1.07	.56	25.83	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	44.30	1.25	.55	26.38	35
F0325	Determine claims jurisdiction	46.84	1.16	.54	26.93	
A0047	Schedule office appointments	55.70	.97	.54	27.46	
C0175	Prepare or review Article 15, UCMJ, punishments	35.44	1.52	.54	28.00	
F0335	Perform claims legal research	36.71	1.46	.54	28.54	
A0041	Refer clients to other supportive agencies	58.23	.92	.53	29.07	40
F0363	Prepare or review demand on carrier or contractor	35.44	1.50	.53	29.61	
C0119	Compile Article 15, UCMJ, supportive evidence	35.44	1.47	.52	30.13	
F0369	Process carrier recovery claims for settlements	36.71	1.42	.52	30.65	
F0372	Process claims payment vouchers	37.97	1.36	.52	31.17	
F0403	Verify identity of claimants	40.51	1.28	.52	31.68	45
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	49.37	1.04	.51	32.20	
A0006	Compile statistical data	53.16	.96	.51	32.71	
A0030	Prepare briefings, other than professional military education (PME) briefings	58.23	.87	.50	33.21	
F0322	Conduct claims investigations	41.77	1.20	.50	33.72	
C0121	Complete court-martial processing checklist procedures	41.77	1.19	.50	34.21	50
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	35.44	1.39	.49	34.71	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	37.97	1.29	.49	35.20	
F0333	Maintain potential claims files	40.51	1.21	.49	35.69	
B0059	Conduct will executions	43.04	1.14	.49	36.18	
C0139	Edit AMJAMS products	34.18	1.42	.48	36.67	55
F0402	Transfer claims using AFCIMS	41.77	1.15	.48	37.14	
F0315	Assemble investigative files on potential claims	41.77	1.14	.47	37.62	
F0346	Prepare claims for transmittal	36.71	1.28	.47	38.09	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	34.18	1.36	.46	38.56	
F0345	Prepare claimant instruction packets	41.77	1.10	.46	39.01	60
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	35.44	1.27	.45	39.47	
F0381	Process personnel clothing claims	39.24	1.15	.45	39.92	
A0008	Conduct client interviews, other than for preparation of simple wills	41.77	1.07	.45	40.36	
F0340	Perform follow-up actions on incomplete mail-in claims	39.24	1.11	.44	40.80	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	30.38	1.43	.43	41.23	65
A0049	Sort and distribute incoming mail	41.77	1.03	.43	41.66	
F0344	Prepare carrier recovery claims for settlements	35.44	1.18	.42	42.08	

C0179	Prepare or review Article 15, UCMJ, vacation actions	34.18	1.22	.42	42.50
I0471	Maintain administrative files	29.11	1.42	.41	42.91

Number of Members: 79

GP0009

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0048	Search directives, files, or legal references for information, such as opinions or decisions	40.51	1.02	.41	43.32	70
C0205	Process Article 15, UCMJ, appeal actions	30.38	1.34	.41	43.73	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	40.51	1.00	.40	44.13	
F0395	Review completed claims files prior to payment	30.38	1.32	.40	44.54	
C0229	Request reports on individual personnel (RIPs)	36.71	1.08	.40	44.93	
C0178	Prepare or review Article 15, UCMJ, suspension actions	34.18	1.16	.40	45.33	75
F0311	Analyze claims management data listings or reports	32.91	1.20	.40	45.73	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	30.38	1.26	.38	46.11	
F0365	Prepare or review settlement agreements	31.65	1.20	.38	46.49	
C0138	Draft charges and specifications for court-martial actions	35.44	1.08	.38	46.87	
B0051	Assist in preparation of legal assistance cards	34.18	1.10	.38	47.25	80
C0163	Prepare trial folders	35.44	1.06	.37	47.62	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	29.11	1.28	.37	48.00	
C0118	Brief organizations on Article 15, UCMJ, procedures	27.85	1.34	.37	48.37	
F0398	Review payments from claimants' insurers	34.18	1.09	.37	48.74	
B0052	Assist in preparation of Legal Information Online System (LIONS)	30.38	1.20	.36	49.11	85
F0361	Prepare and process unearned transportation charges	30.38	1.20	.36	49.47	
C0170	Prepare or review Article 15, UCMJ, appeal actions	30.38	1.20	.36	49.83	
C0148	Notify participants of courts-martial or boards	34.18	1.04	.36	50.19	
C0228	Request records of prior disciplinary actions	35.44	.99	.35	50.54	
F0399	Review security forces blotters for potential claims	34.18	1.02	.35	50.89	90
F0374	Process federal tort claims	30.38	1.14	.35	51.24	
F0370	Process carrier recovery insurance claims	30.38	1.14	.34	51.58	
C0244	Review security forces blotters for potential disciplinary actions	35.44	.97	.34	51.93	
C0246	Review unfavorable information files (UIFs)	29.11	1.18	.34	52.27	
C0243	Review RIPs for courts-martial	36.71	.92	.34	52.61	95
C0240	Review evidence to determine appropriateness for military justice actions	30.38	1.11	.34	52.95	
F0326	Develop claims checklists	34.18	.99	.34	53.28	
D0261	Prepare or review Article 15 responses	22.78	1.48	.34	53.62	
C0149	Perform military justice legal research	35.44	.95	.34	53.96	
A0028	Make lodging or transportation arrangements	34.18	.98	.33	54.29	100
A0024	Log or suspense incoming correspondence	35.44	.93	.33	54.62	
C0253	Verify availability of court-martial or board members	31.65	1.04	.33	54.95	
K0487	Conduct on-the-job training (OJT)	29.11	1.12	.33	55.28	
C0176	Prepare or review Article 15, UCMJ, remission actions	31.65	1.03	.33	55.60	
F0334	Negotiate claims settlements	30.38	1.07	.33	55.93	105
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	30.38	1.07	.33	56.25	
C0177	Prepare or review Article 15, UCMJ, set aside actions	32.91	.99	.33	56.58	

F0312	Annotate claims funds logs	30.38	1.06	.32	56.90	
F0331	Maintain claims funds logs	30.38	1.05	.32	57.22	
A0011	Coordinate adverse actions with base agencies	25.32	1.24	.31	57.53	110

Number of Members: 79

GP0009

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0155	Prepare courtrooms for proceedings	35.44	.89	.31	57.85	
C0151	Prepare administrative hold or release letters	37.97	.81	.31	58.15	
F0391	Procure statements in support of claims	22.78	1.35	.31	58.46	
C0235	Review charge sheets for accuracy and completeness	31.65	.95	.30	58.76	
C0207	Process computer-generated AMJAMS reports for distribution	30.38	.99	.30	59.06	115
C0172	Prepare or review Article 15, UCMJ, base activity reports	24.05	1.24	.30	59.36	
C0136	Distribute court-martial records of trials to reviewing authorities	32.91	.90	.30	59.66	
C0238	Review court-martial or board member information	31.65	.93	.29	59.95	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	34.18	.85	.29	60.24	
C0173	Prepare or review Article 15, UCMJ, decision letters	22.78	1.28	.29	60.53	120
C0233	Review AMJAMS strength reports	29.11	1.00	.29	60.82	
A0001	Administer client questionnaires	30.38	.95	.29	61.11	
F0317	Assert government (G) claims	30.38	.94	.29	61.40	
F0362	Prepare or review claims activity reports	26.58	1.07	.28	61.68	
C0135	Distribute court-martial orders	35.44	.80	.28	61.97	125
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	30.38	.93	.28	62.25	
C0251	Suspense or follow up on military justice actions	27.85	1.01	.28	62.53	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	27.85	.99	.28	62.81	
A0010	Conduct witness interviews	39.24	.70	.27	63.08	
C0198	Prepare or review proposed court-martial member lists	31.65	.86	.27	63.35	130
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	31.65	.85	.27	63.62	
F0357	Prepare seven-point memorandums	26.58	1.01	.27	63.89	
C0147	Monitor and report on special interest cases	27.85	.95	.26	64.16	
A0033	Prepare letters of appointment	31.65	.82	.26	64.42	
F0397	Review direct procurement method (DPM) contracts	29.11	.88	.26	64.67	135
C0164	Prepare witness payment vouchers	27.85	.92	.26	64.93	
L0551	Write inspection reports	20.25	1.25	.25	65.18	
A0035	Prepare witness travel orders	31.65	.80	.25	65.43	
C0196	Prepare or review letters concerning submission of matters to convening authority	30.38	.83	.25	65.68	
B0054	Compile administrative involuntary discharge files	20.25	1.24	.25	65.94	140
C0231	Research charges and specifications for court-martial actions	27.85	.90	.25	66.19	
C0227	Request military witnesses for courts-martial	29.11	.86	.25	66.44	
C0248	Serve records of trial on accused	30.38	.82	.25	66.69	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	27.85	.89	.25	66.94	
F0327	Edit claims management products	24.05	1.03	.25	67.18	145
A0032	Prepare conference areas for briefings or meetings	34.18	.72	.25	67.43	
F0312	Approve claims	22.78	1.00	.25	67.68	

B0063	Maintain legal assistance records	22.78	1.07	.24	67.92
A0026	Maintain office computer systems	21.52	1.13	.24	68.16

Number of Members: 79

GP0009

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0166	Prepare or process releases for court-martial or board members	26.58	.92	.24	68.41	150
F0401	Suspense payment vouchers	24.05	1.00	.24	68.65	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	20.25	1.19	.24	68.89	
C0193	Prepare or review flimsies	30.38	.78	.24	69.13	
C0230	Request witness fundings	26.58	.88	.23	69.36	
C0123	Conduct First Term Airman Course (FTAC) briefings	26.58	.88	.23	69.60	155
F0338	Perform follow-up actions on G claims	24.05	.97	.23	69.83	
C0225	Request civilian witnesses for courts-martial	29.11	.80	.23	70.06	
C0171	Prepare or review Article 15, UCMJ, appellate actions	18.99	1.22	.23	70.29	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	27.85	.83	.23	70.53	
C0162	Prepare sentencing worksheets	27.85	.83	.23	70.76	160
A0015	Dispose of unclassified files	32.91	.70	.23	70.99	
C0130	Coordinate witness fundings with appropriate agencies	26.58	.86	.23	71.22	
C0184	Prepare or review court-martial convening orders	30.38	.75	.23	71.44	
C0185	Prepare or review court-martial promulgating orders	31.65	.72	.23	71.67	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	26.58	.85	.23	71.90	165
F0375	Process G claims	25.32	.89	.23	72.12	
F0323	Coordinate claims with other investigative agencies	30.38	.73	.22	72.34	
C0157	Prepare findings worksheets	25.32	.87	.22	72.56	
C0220	Procure court-martial or board members	24.05	.91	.22	72.78	
A0019	Hand-carry priority communications or documents to internal action offices	22.78	.96	.22	73.00	170
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	13.92	1.54	.21	73.21	
B0058	Conduct will briefings	18.99	1.13	.21	73.43	
C0192	Prepare or review discovery requests	26.58	.80	.21	73.64	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	24.05	.88	.21	73.85	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	17.72	1.18	.21	74.06	175
C0168	Prepare or review amendments to court-martial convening orders	27.85	.74	.21	74.27	
A0012	Develop local office programs for computers, such as spreadsheets	25.32	.82	.21	74.48	
F0328	Follow up on other investigative agencies' investigations	25.32	.82	.21	74.68	
L0555	Write or indorse military performance reports	17.72	1.16	.21	74.89	
F0392	Reconcile claims funds logs	21.52	.93	.20	75.09	180
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	26.58	.74	.20	75.29	
C0195	Prepare or review invitational travel orders	26.58	.74	.20	75.48	
C0131	Copy records of trial	27.85	.71	.20	75.68	
F0364	Prepare or review requests for claims funds	21.52	.93	.20	75.89	

D0290	Schedule client appointments	21.52	.90	.19	76.07	185
C0217	Process witness payment vouchers	24.05	.80	.19	76.27	

Number of Members: 79

GP0009

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	22.78	.84	.19	76.46	
A0036	Process administrative orders	25.32	.75	.19	76.65	
C0190	Prepare or review delay requests	25.32	.74	.19	76.84	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	15.19	1.22	.19	77.02	190
L0514	Counsel subordinates concerning personal matters	18.99	.97	.18	77.20	
C0223	Procure and brief individuals for bailiff duties	27.85	.65	.18	77.39	
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	18.99	.94	.18	77.56	
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)	17.72	.99	.18	77.74	
D0257	Coordinate individual case dockets with legal office or circuit courts	15.19	1.15	.17	77.91	195
K0489	Determine training requirements	16.46	1.06	.17	78.09	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	25.32	.68	.17	78.26	
F0379	Process nonappropriated funds claims	21.52	.80	.17	78.43	
C0208	Process court-martial promulgating orders	25.32	.68	.17	78.60	
K0499	Maintain training records or files	16.46	1.02	.17	78.77	200
C0212	Process post-trial materials submitted by accused	24.05	.69	.17	78.94	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	20.25	.82	.17	79.11	
L0556	Write recommendations for awards or decorations	15.19	1.08	.16	79.27	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	13.92	1.18	.16	79.43	
C0206	Process Article 32, UCMJ, investigations	21.52	.76	.16	79.60	205
E0301	Mark exhibits	20.25	.79	.16	79.76	
D0254	Compile investigative materials	18.99	.84	.16	79.92	

Number of Members: 96

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Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	32.72	32.72
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	23.63	56.36
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	17.40	73.77
B	PERFORMING CIVIL LAW ACTIVITIES	62	11.91	85.68
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	4.73	90.41
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	3.14	93.55
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.66	95.20
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.33	96.53
K	PERFORMING TRAINING ACTIVITIES	21	1.29	97.83
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.12	98.95
E	PERFORMING COURT REPORTING ACTIVITIES	18	.99	99.94
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.06	100.00

Number of Members: 96

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Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	83.33	1.94	1.61	1.61	
A0007	Compose or type administrative correspondence	71.88	2.07	1.49	3.10	
A0044	Retrieve data using computers	72.92	1.90	1.38	4.49	
B0065	Notarize documents	75.00	1.33	1.00	5.48	
B0110	Witness execution of wills	65.62	1.42	.93	6.42	5
B0064	Maintain notary logs	71.88	1.29	.93	7.35	
B0086	Prepare or review powers of attorney	62.50	1.44	.90	8.24	
B0111	Witness signing of legal documents	61.46	1.24	.76	9.01	
B0053	Brief clients on powers of attorney	54.17	1.37	.74	9.75	
A0038	Process incoming or outgoing electronic mail	56.25	1.32	.74	10.49	10
B0109	Verify eligibility of clients for legal assistance	53.12	1.35	.72	11.21	
I0471	Maintain administrative files	32.29	2.11	.68	11.89	
F0310	Adjudicate claims	33.33	1.96	.65	12.55	
C0140	Input AMJAMS data	42.71	1.53	.65	13.20	
A0006	Compile statistical data	55.21	1.15	.63	13.83	15
B0059	Conduct will executions	50.00	1.25	.62	14.46	
C0175	Prepare or review Article 15, UCMJ, punishments	42.71	1.46	.62	15.08	
F0314	Assemble claims files	33.33	1.87	.62	15.70	
A0041	Refer clients to other supportive agencies	59.38	1.03	.61	16.31	
C0120	Complete Article 15, UCMJ, processing checklist procedures	35.42	1.72	.61	16.92	20
A0047	Schedule office appointments	47.92	1.26	.61	17.53	
F0348	Prepare claims labels	35.42	1.68	.60	18.12	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	32.29	1.84	.59	18.72	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	41.67	1.39	.58	19.30	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	52.08	1.11	.58	19.87	25
F0316	Assert carrier recovery claims	33.33	1.72	.57	20.45	
F0402	Verify identity of claimants	33.33	1.71	.57	21.02	

F0320	Close out claims	32.29	1.73	.56	21.57	
A0011	Coordinate adverse actions with base agencies	35.42	1.57	.56	22.13	
A0049	Sort and distribute incoming mail	52.08	1.04	.54	22.67	30

Number of Members: 96

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0170	Prepare or review Article 15, UCMJ, appeal actions	41.67	1.27	.53	23.20	
F0321	Conduct claims inspections	34.38	1.52	.52	23.72	
C0179	Prepare or review Article 15, UCMJ, vacation actions	40.62	1.29	.52	24.24	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	35.42	1.47	.52	24.76	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	38.54	1.32	.51	25.27	35
A0045	Review suspense dates	43.75	1.16	.51	25.78	
C0119	Compile Article 15, UCMJ, supportive evidence	35.42	1.42	.50	26.28	
A0030	Prepare briefings, other than professional military education (PME) briefings	52.08	.95	.50	26.78	
F0383	Process rebuttals from carriers	31.25	1.57	.49	27.27	
C0139	Edit AMJAMS products	39.58	1.21	.48	27.75	40
F0319	Brief claimants on claims filing procedures	32.29	1.47	.48	28.22	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	41.67	1.14	.47	28.70	
F0369	Process carrier recovery claims for settlements	30.21	1.56	.47	29.17	
F0360	Prepare vouchers for payment of claims	32.29	1.43	.46	29.63	
B0063	Maintain legal assistance records	29.17	1.58	.46	30.09	45
D0261	Prepare or review Article 15 responses	26.04	1.76	.46	30.55	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	35.42	1.29	.46	31.01	
F0341	Perform follow-up actions on personnel claims	31.25	1.46	.46	31.46	
F0347	Prepare claims inspection memorandums	31.25	1.46	.46	31.92	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	33.33	1.34	.45	32.36	50
B0051	Assist in preparation of legal assistance cards	35.42	1.25	.44	32.80	
A0028	Make lodging or transportation arrangements	43.75	1.00	.44	33.24	
F0325	Determine claims jurisdiction	33.33	1.29	.43	33.67	
F0337	Perform follow-up actions on carrier recovery claims	29.17	1.47	.43	34.10	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	32.29	1.32	.43	34.53	55
F0372	Process claims payment vouchers	28.12	1.49	.42	34.94	
C0176	Prepare or review Article 15, UCMJ, remission actions	35.42	1.17	.41	35.36	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	15.62	2.64	.41	35.77	
F0324	Determine chapter for claims	30.21	1.36	.41	36.18	
C0177	Prepare or review Article 15, UCMJ, set aside actions	33.33	1.23	.41	36.59	60
C0178	Prepare or review Article 15, UCMJ, suspension actions	38.54	1.05	.40	36.99	
F0402	Transfer claims using AFCIMS	33.33	1.21	.40	37.40	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	35.42	1.13	.40	37.80	
C0121	Complete court-martial processing checklist procedures	33.33	1.20	.40	38.20	
C0118	Brief organizations on Article 15, UCMJ, procedures	32.29	1.23	.40	38.59	65
A0008	Conduct client interviews, other than for preparation of simple wills	32.29	1.22	.39	38.99	
C0171	Prepare or review Article 15, UCMJ, appellate actions	35.42	1.11	.39	39.38	
A0001	Administer client questionnaires	42.71	.92	.39	39.78	
F0344	Prepare carrier recovery claims for setoffs	30.21	1.29	.39	40.17	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1272	28.12	1.38	.38	40.56	70

	(MPO Document Control Log - Transmittal)				
B0052	Assist in preparation of Legal Information Online System (LIONS)	30.21	1.28	.39	40.94

Number of Members: 96

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0315	Assemble investigative files on potential claims	30.21	1.28	.39	41.33	
F0399	Review security forces blotters for potential claims	29.17	1.31	.38	41.71	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	19.79	1.93	.38	42.09	
C0172	Prepare or review Article 15, UCMJ, base activity reports	33.33	1.14	.38	42.48	75
F0380	Process personnel claims, other than for clothing	28.12	1.35	.38	42.85	
C0235	Review charge sheets for accuracy and completeness	36.46	1.02	.37	43.23	
F0384	Process reconsiderations from claimants	30.21	1.23	.37	43.60	
A0010	Conduct witness interviews	44.79	.83	.37	43.97	
F0363	Prepare or review demand on carrier or contractor	28.12	1.31	.37	44.34	80
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	29.17	1.25	.37	44.70	
A0024	Log or suspense incoming correspondence	33.33	1.09	.36	45.07	
C0229	Request reports on individual personnel (RIPs)	34.38	1.06	.36	45.43	
B0054	Compile administrative involuntary discharge files	15.62	2.30	.36	45.79	
C0148	Notify participants of courts-martial or boards	32.29	1.09	.35	46.14	85
C0244	Review security forces blotters for potential disciplinary actions	32.29	1.08	.35	46.49	
C0151	Prepare administrative hold or release letters	36.46	.95	.35	46.84	
A0021	Inventory equipment or supplies	38.54	.90	.35	47.19	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	25.00	1.38	.34	47.53	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	37.50	.90	.34	47.87	90
F0340	Perform follow-up actions on incomplete mail-in claims	30.21	1.12	.34	48.21	
F0346	Prepare claims for transmittal	28.12	1.19	.34	48.54	
F0322	Conduct claims investigations	30.21	1.11	.34	48.88	
A0026	Maintain office computer systems	28.12	1.18	.33	49.21	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	19.79	1.66	.33	49.54	95
A0032	Prepare conference areas for briefings or meetings	42.71	.76	.33	49.87	
C0198	Prepare or review proposed court-martial member lists	34.38	.95	.33	50.19	
F0345	Prepare claimant instruction packets	29.17	1.11	.32	50.52	
F0335	Perform claims legal research	25.00	1.28	.32	50.84	
F0312	Annotate claims funds logs	25.00	1.26	.32	51.15	100
C0123	Conduct First Term Airman Course (FTAC) briefings	31.25	.99	.31	51.46	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	31.25	.99	.31	51.77	
C0155	Prepare courtrooms for proceedings	36.46	.84	.31	52.08	
C0138	Draft charges and specifications for court-martial actions	32.29	.95	.31	52.38	
F0361	Prepare and process unearned transportation charges	23.96	1.27	.30	52.69	105
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	27.08	1.13	.30	52.99	

F0333	Maintain potential claims files	30.21	1.01	.30	53.30
C0240	Review evidence to determine appropriateness for military justice actions	29.17	1.04	.30	53.60

Number of Members: 96

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	26.04	1.16	.30	53.90	
B0058	Conduct will briefings	28.12	1.06	.30	54.20	110
C0132	Develop Article 15, UCMJ, processing checklists	30.21	.99	.30	54.50	
C0137	Draft charges and specifications for actions, other than court-martial actions	29.17	1.02	.30	54.80	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	33.33	.88	.29	55.09	
D0290	Schedule client appointments	20.83	1.38	.29	55.38	
C0243	Review RIPs for courts-martial	30.21	.95	.29	55.66	115
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	27.08	1.05	.28	55.95	
C0233	Review AMJAMS strength reports	31.25	.90	.28	56.23	
F0331	Maintain claims funds logs	21.88	1.28	.28	56.51	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	32.29	.87	.28	56.79	
C0205	Process Article 15, UCMJ, appeal actions	30.21	.93	.28	57.07	120
C0246	Review unfavorable information files (UIFs)	27.08	1.03	.28	57.35	
F0365	Prepare or review settlement agreements	21.88	1.27	.28	57.63	
A0025	Maintain law library resources	26.04	1.07	.28	57.91	
F0401	Suspense payment vouchers	21.88	1.25	.27	58.18	
K0487	Conduct on-the-job training (OJT)	30.21	.91	.27	58.45	125
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	23.96	1.14	.27	58.73	
C0207	Process computer-generated AMJAMS reports for distribution	30.21	.90	.27	59.00	
C0149	Perform military justice legal research	30.21	.90	.27	59.27	
F0334	Negotiate claims settlements	22.92	1.18	.27	59.54	
F0311	Analyze claims management data listings or reports	21.88	1.23	.27	59.81	130
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	21.88	1.22	.27	60.08	
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	15.62	1.70	.27	60.34	
C0230	Request witness fundings	29.17	.91	.26	60.61	
F0381	Process personnel clothing claims	27.08	.97	.26	60.87	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	31.25	.84	.26	61.13	135
F0395	Review completed claims files prior to payment	21.88	1.20	.26	61.39	
A0012	Develop local office programs for computers, such as spreadsheets	28.12	.93	.26	61.65	
F0370	Process carrier recovery insurance claims	23.96	1.09	.26	61.91	
C0184	Prepare or review court-martial convening orders	34.38	.75	.26	62.17	
C0253	Verify availability of court-martial or board members	32.29	.80	.26	62.43	140
C0185	Prepare or review court-martial promulgating orders	33.33	.77	.26	62.69	
C0228	Request records of prior disciplinary actions	35.42	.73	.26	62.94	
A0022	Inventory law library publications	26.04	.99	.26	63.20	
C0136	Distribute court-martial records of trials to	22.22	.77	.26	63.46	

	reviewing authorities					
C0173	Prepare or review Article 15, UCMJ, decision letters	26.04	.98	.26	63.71	145
F0374	Process federal tort claims	22.92	1.11	.25	63.97	

Number of Members: 96

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0163	Prepare trial folders	34.38	.74	.25	64.22	
C0195	Prepare or review invitational travel orders	27.08	.93	.25	64.47	
F0398	Review payments from claimants' insurers	23.96	1.05	.25	64.72	
D0254	Compile investigative materials	25.00	.97	.24	64.96	150
C0135	Distribute court-martial orders	32.29	.75	.24	65.21	
F0357	Prepare seven-point memorandums	22.92	1.05	.24	65.45	
E0301	Mark exhibits	28.12	.85	.24	65.69	
C0208	Process court-martial promulgating orders	30.21	.79	.24	65.92	
C0180	Prepare or review certificates of correction	16.67	1.42	.24	66.16	155
C0238	Review court-martial or board member information	30.21	.78	.24	66.40	
F0313	Approve claims	18.75	1.25	.23	66.63	
A0033	Prepare letters of appointment	35.42	.65	.23	66.86	
A0009	Conduct random spot-checks of law library	26.04	.88	.23	67.09	
C0182	Prepare or review court-martial actions of convening authorities	30.21	.76	.23	67.32	160
A0042	Request building or grounds maintenance	19.79	1.16	.23	67.55	
D0266	Prepare or review client statements	15.62	1.46	.23	67.78	
A0035	Prepare witness travel orders	29.17	.78	.23	68.00	
B0066	Prepare miscellaneous legal reviews	19.79	1.15	.23	68.23	
D0263	Prepare or review case witness statements	16.67	1.36	.23	68.46	165
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	23.96	.94	.23	68.68	
C0212	Process post-trial materials submitted by accused	29.17	.77	.22	68.91	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	27.08	.82	.22	69.13	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	20.83	1.07	.22	69.35	
F0362	Prepare or review claims activity reports	20.83	1.07	.22	69.58	170
C0220	Procure court-martial or board members	27.08	.81	.22	69.80	
A0019	Hand-carry priority communications or documents to internal action offices	28.12	.78	.22	70.01	
C0225	Request civilian witnesses for courts-martial	30.21	.72	.22	70.23	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	31.25	.69	.22	70.45	
D0265	Prepare or review client responses for discharge actions	14.58	1.48	.22	70.67	175
B0075	Prepare or review general investigative reports	20.83	1.02	.21	70.88	
A0015	Dispose of unclassified files	33.33	.64	.21	71.09	
A0036	Process administrative orders	28.12	.75	.21	71.30	
C0251	Suspense or follow up on military justice actions	26.04	.81	.21	71.51	
C0130	Coordinate witness fundings with appropriate agencies	30.21	.70	.21	71.72	180
C0196	Prepare or review letters concerning submission of matters to convening authority	29.17	.71	.21	71.93	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	20.83	.99	.21	72.14	

C0227	Request military witnesses for courts-martial	29.17	.71	.21	72.34
C0219	Procure convening authority approval of expert witnesses	27.08	.76	.21	72.55

Number of Members: 96

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0192	Prepare or review discovery requests	30.21	.67	.20	72.75	185
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	29.17	.69	.20	72.95	
C0223	Procure and brief individuals for bailiff duties	31.25	.65	.20	73.16	
A0013	Dispose of law library publications	25.00	.80	.20	73.36	
C0210	Process discovery requests	28.12	.71	.20	73.56	
C0193	Prepare or review flimsies	29.17	.68	.20	73.76	190
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	29.17	.68	.20	73.95	
C0222	Procure physical evidence for trials	28.12	.70	.20	74.15	
F0375	Process G claims	17.71	1.10	.20	74.35	
C0190	Prepare or review delay requests	27.08	.72	.19	74.54	
A0018	Follow up on submitted travel vouchers	32.29	.60	.19	74.73	195
C0166	Prepare or process releases for court-martial or board members	26.04	.74	.19	74.93	
C0217	Process witness payment vouchers	26.04	.74	.19	75.12	
C0248	Serve records of trial on accused	28.12	.68	.19	75.31	
F0317	Assert government (G) claims	18.75	1.01	.19	75.50	
C0147	Monitor and report on special interest cases	28.12	.67	.19	75.68	200
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	26.04	.72	.19	75.87	
C0164	Prepare witness payment vouchers	27.08	.69	.19	76.06	
I0469	Initiate requests for temporary duty (TDY) orders	14.58	1.28	.19	76.25	
C0168	Prepare or review amendments to court-martial convening orders	28.12	.65	.18	76.43	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	21.88	.83	.18	76.61	205
D0255	Conduct initial reviews of adverse actions	14.58	1.23	.18	76.79	
F0332	Maintain disaster response kits	22.92	.78	.18	76.97	
C0234	Review appointment or assumption of command orders with appropriate agencies	23.96	.74	.18	77.15	
C0122	Conduct Article 137, UCMJ, briefings	25.00	.71	.18	77.32	
F0338	Perform follow-up actions on G claims	18.75	.94	.18	77.50	210
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	27.08	.65	.18	77.68	
F0392	Reconcile claims funds logs	16.67	1.05	.17	77.85	
C0131	Copy records of trial	28.12	.62	.17	78.02	
C0231	Research charges and specifications for court-martial actions	26.04	.66	.17	78.20	
F0327	Edit claims management products	15.62	1.09	.17	78.37	215
C0127	Coordinate preferral of charges on pretrial confinees with commanders	22.92	.74	.17	78.54	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	27.08	.63	.17	78.71	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	28.12	.60	.17	78.88	

A0046	Schedule conferences	17.71	.94	.17	79.04	
L0537	Inspect personnel for compliance with military standards	15.62	1.06	.17	79.21	220

Number of Members: 96

GP0010

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
D0258	Establish eligibility of clients for defense services	11.46	1.43	.16	79.37	
A0023	Inventory network resource allocation management system (NetRAMS)	25.00	.65	.16	79.53	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	12.50	1.31	.16	79.70	
F0323	Coordinate claims with other investigative agencies	19.79	.82	.16	79.86	

Number of Members: 175

GP0011

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	32.39	32.40
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	27.19	59.60
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	15.82	75.42
B	PERFORMING CIVIL LAW ACTIVITIES	62	10.97	86.40
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	3.93	90.33
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	3.61	93.95
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.42	95.37
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.38	96.75
K	PERFORMING TRAINING ACTIVITIES	21	1.38	98.12
E	PERFORMING COURT REPORTING ACTIVITIES	18	.97	99.10
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.84	99.93
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.07	100.00

Number of Members: 175

GP0011

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	80.00	1.79	1.43	1.43	
A0044	Retrieve data using computers	72.57	1.88	1.36	2.80	
A0007	Compose or type administrative correspondence	72.00	1.84	1.33	4.12	
B0110	Witness execution of wills	72.57	1.34	.97	5.10	
B0065	Notarize documents	73.71	1.23	.90	6.00	5
B0086	Prepare or review powers of attorney	64.00	1.33	.85	6.85	
B0111	Witness signing of legal documents	70.29	1.21	.85	7.70	
B0064	Maintain notary logs	69.14	1.17	.81	8.51	
A0038	Process incoming or outgoing electronic mail	56.00	1.37	.77	9.28	
F0310	Adjudicate claims	39.43	1.92	.76	10.03	10
C0140	Input AMJAMS data	45.14	1.65	.74	10.78	
B0053	Brief clients on powers of attorney	58.86	1.24	.73	11.51	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	37.14	1.91	.71	12.22	
F0314	Assemble claims files	39.43	1.79	.71	12.92	
F0348	Prepare claims labels	39.43	1.68	.66	13.58	15
F0316	Assert carrier recovery claims	37.71	1.72	.65	14.23	
B0109	Verify eligibility of clients for legal assistance	52.57	1.23	.64	14.88	
F0320	Close out claims	38.29	1.66	.64	15.51	
F0319	Brief claimants on claims filing procedures	38.29	1.63	.63	16.14	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	39.43	1.56	.61	16.75	20
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	42.86	1.42	.61	17.36	
F0321	Conduct claims inspections	39.43	1.51	.59	17.96	
C0120	Complete Article 15, UCMJ, processing checklist procedures	36.00	1.64	.59	18.55	
C0175	Prepare or review Article 15, UCMJ, punishments	39.43	1.48	.58	19.13	
A0006	Compile statistical data	54.29	1.06	.58	19.71	25
A0041	Refer clients to other supportive agencies	58.86	.98	.58	20.29	
A0047	Schedule office appointments	51.43	1.12	.58	20.86	

A0045	Review suspense dates	46.86	1.23	.58	21.44
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	39.43	1.45	.57	22.01

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0059	Conduct will executions	46.86	1.20	.56	22.58	30
I0471	Maintain administrative files	30.86	1.82	.56	23.14	
F0347	Prepare claims inspection memorandums	36.00	1.53	.55	23.69	
F0383	Process rebuttals from carriers	34.86	1.57	.55	24.23	
F0403	Verify identity of claimants	36.57	1.49	.55	24.78	
F0360	Prepare vouchers for payment of claims	37.14	1.45	.54	25.32	35
F0341	Perform follow-up actions on personnel claims	37.14	1.43	.53	25.85	
C0119	Compile Article 15, UCMJ, supportive evidence	35.43	1.44	.51	26.36	
F0380	Process personnel claims, other than for clothing	34.29	1.47	.50	26.87	
F0337	Perform follow-up actions on carrier recovery claims	32.57	1.54	.50	27.37	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	46.86	1.07	.50	27.87	40
A0030	Prepare briefings, other than professional military education (PME) briefings	54.86	.91	.50	28.37	
F0369	Process carrier recovery claims for settlements	33.14	1.49	.49	28.86	
A0049	Sort and distribute incoming mail	47.43	1.04	.49	29.36	
F0324	Determine chapter for claims	36.57	1.32	.48	29.84	
F0325	Determine claims jurisdiction	39.43	1.22	.48	30.32	45
C0139	Edit AMJAMS products	37.14	1.30	.48	30.80	
C0179	Prepare or review Article 15, UCMJ, vacation actions	37.71	1.26	.47	31.28	
F0384	Process reconsiderations from claimants	36.00	1.31	.47	31.75	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	35.43	1.32	.47	32.21	
F0372	Process claims payment vouchers	32.57	1.42	.46	32.68	50
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	34.86	1.32	.46	33.14	
C0170	Prepare or review Article 15, UCMJ, appeal actions	36.57	1.24	.45	33.59	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	36.00	1.25	.45	34.04	
A0011	Coordinate adverse actions with base agencies	30.86	1.45	.45	34.49	
C0121	Complete court-martial processing checklist procedures	37.14	1.20	.44	34.93	55
F0363	Prepare or review demand on carrier or contractor	31.43	1.41	.44	35.37	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	41.14	1.07	.44	35.82	
F0402	Transfer claims using AFCIMS	37.14	1.18	.44	36.25	
F0315	Assemble investigative files on potential claims	35.43	1.20	.43	36.68	
F0335	Perform claims legal research	30.29	1.38	.42	37.10	60
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	42.86	.98	.42	37.52	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	31.43	1.33	.42	37.93	
A0008	Conduct client interviews, other than for preparation of simple wills	36.57	1.14	.42	38.35	
C0137	Draft charges and specifications for actions, other than court-martial actions	33.71	1.23	.42	38.77	
B0051	Assist in preparation of legal assistance cards	34.86	1.18	.41	39.18	65
F0322	Conduct claims investigations	35.43	1.16	.41	39.59	
F0344	Prepare carrier recovery claims for setoffs	32.57	1.24	.40	39.99	
F0361	Prepare or review Article 15 responses	34.57	1.54	.40	40.40	

C0178	Prepare or review Article 15, UCMJ, suspension actions	36.57	1.09	.40	40.80	
F0346	Prepare claims for transmittal	32.00	1.24	.40	41.19	70

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	33.14	1.19	.39	41.59	
A0028	Make lodging or transportation arrangements	39.43	.99	.39	41.98	
F0333	Maintain potential claims files	34.86	1.12	.39	42.37	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	30.29	1.28	.39	42.76	
C0118	Brief organizations on Article 15, UCMJ, procedures	30.29	1.27	.39	43.14	75
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	27.43	1.40	.38	43.53	
F0345	Prepare claimant instruction packets	34.86	1.10	.38	43.91	
F0340	Perform follow-up actions on incomplete mail-in claims	34.29	1.11	.38	44.29	
C0229	Request reports on individual personnel (RIPs)	35.43	1.07	.38	44.67	
B0052	Assist in preparation of Legal Information Online System (LIONS)	30.29	1.25	.38	45.05	80
C0176	Prepare or review Article 15, UCMJ, remission actions	33.71	1.11	.37	45.42	
C0177	Prepare or review Article 15, UCMJ, set aside actions	33.14	1.12	.37	45.79	
F0399	Review security forces blotters for potential claims	31.43	1.17	.37	46.16	
B0063	Maintain legal assistance records	26.29	1.38	.36	46.52	
C0148	Notify participants of courts-martial or boards	33.14	1.07	.35	46.88	85
A0024	Log or suspense incoming correspondence	34.29	1.02	.35	47.23	
F0381	Process personnel clothing claims	32.57	1.07	.35	47.57	
C0244	Review security forces blotters for potential disciplinary actions	33.71	1.03	.35	47.92	
A0001	Administer client questionnaires	37.14	.93	.35	48.27	
C0172	Prepare or review Article 15, UCMJ, base activity reports	29.14	1.18	.34	48.61	90
C0235	Review charge sheets for accuracy and completeness	34.29	.99	.34	48.95	
C0138	Draft charges and specifications for court-martial actions	33.71	1.01	.34	49.29	
C0205	Process Article 15, UCMJ, appeal actions	30.29	1.11	.34	49.63	
F0361	Prepare and process unearned transportation charges	26.86	1.23	.33	49.96	
C0151	Prepare administrative hold or release letters	37.14	.89	.33	50.29	95
C0174	Prepare or review Article 15, UCMJ, mitigation actions	28.57	1.15	.33	50.62	
A0010	Conduct witness interviews	42.29	.78	.33	50.95	
F0311	Analyze claims management data listings or reports	26.86	1.21	.33	51.27	
F0365	Prepare or review settlement agreements	26.29	1.24	.33	51.60	
F0395	Review completed claims files prior to payment	25.71	1.26	.32	51.92	100
C0171	Prepare or review Article 15, UCMJ, appellate actions	28.00	1.15	.32	52.24	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	16.57	1.93	.32	52.56	
C0240	Review evidence to determine appropriateness for military justice actions	29.71	1.07	.32	52.88	
F0312	Annotate claims funds logs	27.43	1.16	.32	53.20	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	30.86	1.02	.32	53.52	105
B0054	Compile administrative involuntary discharge files	17.71	1.76	.31	53.83	

C0243	Review RIPS for courts-martial	33.14	.94	.31	54.14
C0155	Prepare courtrooms for proceedings	36.00	.86	.31	54.45
C0246	Review unfavorable information files (UIFs)	28.00	1.10	.31	54.76

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0163	Prepare trial folders	34.86	.88	.31	55.06	110
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	17.14	1.79	.31	55.37	
F0398	Review payments from claimants' insurers	28.57	1.07	.31	55.68	
C0198	Prepare or review proposed court-martial member lists	33.14	.91	.30	55.98	
C0149	Perform military justice legal research	32.57	.92	.30	56.28	
C0228	Request records of prior disciplinary actions	35.43	.85	.30	56.58	115
F0370	Process carrier recovery insurance claims	26.86	1.11	.30	56.88	
F0331	Maintain claims funds logs	25.71	1.16	.30	57.17	
K0487	Conduct on-the-job training (OJT)	29.71	1.00	.30	57.47	
F0374	Process federal tort claims	26.29	1.13	.30	57.77	
F0334	Negotiate claims settlements	26.29	1.12	.29	58.06	120
C0186	Prepare or review DD Forms 2707 (Confinement Order)	33.71	.87	.29	58.35	
A0026	Maintain office computer systems	25.14	1.16	.29	58.65	
A0032	Prepare conference areas for briefings or meetings	38.86	.75	.29	58.94	
C0253	Verify availability of court-martial or board members	32.00	.90	.29	59.23	
C0233	Review AMJAMS strength reports	30.29	.94	.29	59.51	125
C0207	Process computer-generated AMJAMS reports for distribution	30.29	.94	.28	59.80	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	24.57	1.15	.28	60.08	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	32.00	.86	.28	60.35	
C0123	Conduct First Term Airman Course (FTAC) briefings	29.14	.94	.28	60.63	
C0136	Distribute court-martial records of trials to reviewing authorities	33.14	.83	.27	60.90	130
C0173	Prepare or review Article 15, UCMJ, decision letters	24.57	1.11	.27	61.18	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	24.00	1.10	.26	61.44	
C0238	Review court-martial or board member information	30.86	.85	.26	61.70	
B0058	Conduct will briefings	24.00	1.09	.26	61.96	
C0135	Distribute court-martial orders	33.71	.77	.26	62.22	135
F0401	Suspense payment vouchers	22.86	1.13	.26	62.48	
F0357	Prepare seven-point memorandums	24.57	1.03	.25	62.74	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	20.57	1.22	.25	62.99	
C0230	Request witness fundings	28.00	.90	.25	63.24	
F0362	Prepare or review claims activity reports	23.43	1.07	.25	63.49	140
D0290	Schedule client appointments	21.14	1.16	.25	63.73	
A0033	Prepare letters of appointment	33.71	.73	.24	63.98	
C0184	Prepare or review court-martial convening orders	32.57	.75	.24	64.22	
C0185	Prepare or review court-martial promulgating orders	32.57	.75	.24	64.47	
A0021	Inventory equipment or supplies	28.57	.85	.24	64.71	145
C0251	Suspense or follow up on military justice actions	26.86	.90	.24	64.95	
A0040	Prepare supplies with International Merchants Purchase	21.14	1.14	.24	65.19	

Authorization Card (IMPAC)

F0313	Approve claims	20.57	1.16	.24	65.43
F0326	Develop claims checklists	25.14	.95	.24	65.67

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0035	Prepare witness travel orders	30.29	.79	.24	65.91	150
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	29.71	.80	.24	66.15	
A0012	Develop local office programs for computers, such as spreadsheets	26.86	.88	.24	66.38	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	24.00	.98	.23	66.62	
F0317	Assert government (G) claims	24.00	.97	.23	66.85	
C0196	Prepare or review letters concerning submission of matters to convening authority	29.71	.77	.23	67.08	155
C0195	Prepare or review invitational travel orders	26.86	.85	.23	67.31	
C0227	Request military witnesses for courts-martial	29.14	.78	.23	67.53	
C0132	Develop Article 15, UCMJ, processing checklists	25.71	.88	.23	67.76	
C0225	Request civilian witnesses for courts-martial	29.71	.76	.22	67.98	
F0391	Procure statements in support of claims	17.71	1.26	.22	68.21	160
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	29.71	.75	.22	68.43	
C0147	Monitor and report on special interest cases	28.00	.79	.22	68.65	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	28.57	.78	.22	68.87	
A0015	Dispose of unclassified files	33.14	.66	.22	69.09	
C0130	Coordinate witness fundings with appropriate agencies	28.57	.77	.22	69.31	165
C0220	Procure court-martial or board members	25.71	.85	.22	69.53	
A0019	Hand-carry priority communications or documents to internal action offices	25.71	.85	.22	69.75	
C0164	Prepare witness payment vouchers	27.43	.79	.22	69.97	
C0248	Serve records of trial on accused	29.14	.75	.22	70.19	
C0193	Prepare or review flimsies	29.71	.73	.22	70.40	170
C0166	Prepare or process releases for court-martial or board members	26.29	.82	.22	70.62	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	17.71	1.19	.21	70.83	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	28.00	.75	.21	71.04	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	22.86	.92	.21	71.25	
F0375	Process G claims	21.14	.99	.21	71.46	175
C0231	Research charges and specifications for court-martial actions	26.86	.77	.21	71.67	
C0208	Process court-martial promulgating orders	28.00	.74	.21	71.87	
C0192	Prepare or review discovery requests	28.57	.73	.21	72.08	
F0327	Edit claims management products	19.43	1.06	.21	72.29	
D0254	Compile investigative materials	22.29	.92	.20	72.49	180
E0301	Mark exhibits	24.57	.83	.20	72.69	
F0338	Perform follow-up actions on G claims	21.14	.96	.20	72.90	
A0035	Process administrative orders	26.86	.75	.20	73.10	

C0212	Process post-trial materials submitted by accused	26.86	.74	.20	73.29	
F0397	Review direct procurement method (DPM) contracts	22.29	.88	.20	73.49	185

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	23.43	.83	.19	73.69	
C0168	Prepare or review amendments to court-martial convening orders	28.00	.69	.19	73.88	
C0223	Procure and brief individuals for bailiff duties	29.71	.65	.19	74.07	
C0217	Process witness payment vouchers	25.14	.77	.19	74.26	
A0025	Maintain law library resources	19.43	.99	.19	74.46	190
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	26.29	.73	.19	74.65	
C0190	Prepare or review delay requests	26.29	.73	.19	74.84	
C0162	Prepare sentencing worksheets	26.86	.71	.19	75.03	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	22.86	.83	.19	75.22	
F0323	Coordinate claims with other investigative agencies	24.57	.77	.19	75.41	195
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	17.71	1.06	.19	75.60	
C0182	Prepare or review court-martial actions of convening authorities	25.71	.73	.19	75.78	
F0392	Reconcile claims funds logs	18.86	.99	.19	75.97	
C0157	Prepare findings worksheets	26.29	.70	.18	76.16	
C0131	Copy records of trial	28.00	.66	.18	76.34	200
B0075	Prepare or review general investigative reports	18.86	.97	.18	76.52	
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	25.14	.73	.18	76.71	
A0042	Request building or grounds maintenance	18.29	.99	.18	76.89	
B0066	Prepare miscellaneous legal reviews	17.14	1.05	.18	77.07	
F0328	Follow up on other investigative agencies' investigations	20.00	.89	.18	77.24	205
C0219	Procure convening authority approval of expert witnesses	24.00	.73	.17	77.42	
A0018	Follow up on submitted travel vouchers	27.43	.63	.17	77.59	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	13.71	1.27	.17	77.77	
D0263	Prepare or review case witness statements	15.43	1.11	.17	77.94	
A0022	Inventory law library publications	18.29	.93	.17	78.11	210
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	24.00	.70	.17	78.28	
C0210	Process discovery requests	23.43	.72	.17	78.44	
D0266	Prepare or review client statements	13.71	1.20	.17	78.61	
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	12.57	1.30	.16	78.77	
C0222	Procure physical evidence for trials	24.57	.66	.16	78.94	215
D0265	Prepare or review client responses for discharge actions	13.14	1.24	.16	79.10	
C0180	Prepare or review certificates of correction	14.86	1.10	.16	79.26	

C0234	Review appointment or assumption of command orders with appropriate agencies	21.71	.75	.16	79.42
K0499	Maintain training records or files	20.00	.80	.16	79.58

Number of Members: 175

GP0011

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	19.43	.83	.16	79.75	220
C0127	Coordinate preferral of charges on pretrial confinees with commanders	22.29	.72	.16	79.90	

Number of Members: 156

GP0012

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	22.99	22.99
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	22.66	45.66
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	18.10	63.76
B	PERFORMING CIVIL LAW ACTIVITIES	62	11.89	75.66
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	8.36	84.02
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	4.24	88.27
K	PERFORMING TRAINING ACTIVITIES	21	4.09	92.35
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	3.11	95.47
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.92	97.39
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.56	98.95
E	PERFORMING COURT REPORTING ACTIVITIES	18	.66	99.62
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.38	100.00

Number of Members: 156

GP0012

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0007	Compose or type administrative correspondence	89.10	2.03	1.80	1.80	
A0044	Retrieve data using computers	86.54	2.07	1.79	3.60	
A0002	Answer customer service telephone calls	86.54	2.01	1.74	5.34	
A0038	Process incoming or outgoing electronic mail	71.79	1.64	1.18	6.52	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	66.03	1.42	.94	7.46	5
A0006	Compile statistical data	69.87	1.32	.92	8.38	
A0045	Review suspense dates	66.03	1.35	.89	9.27	
B0065	Notarize documents	76.28	1.12	.85	10.12	
A0047	Schedule office appointments	64.74	1.31	.85	10.97	
B0111	Witness signing of legal documents	63.46	1.20	.76	11.73	10
B0086	Prepare or review powers of attorney	64.10	1.15	.74	12.46	
B0064	Maintain notary logs	73.72	.99	.73	13.20	
B0110	Witness execution of wills	60.26	1.21	.73	13.93	
A0049	Sort and distribute incoming mail	60.26	1.21	.73	14.66	
A0041	Refer clients to other supportive agencies	65.38	1.11	.72	15.38	15
I0471	Maintain administrative files	50.64	1.41	.71	16.09	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	59.62	1.18	.70	16.80	
B0053	Brief clients on powers of attorney	63.46	1.10	.70	17.49	
K0487	Conduct on-the-job training (OJT)	49.36	1.31	.65	18.14	
B0109	Verify eligibility of clients for legal assistance	55.77	1.10	.61	18.76	20
A0030	Prepare briefings, other than professional military education (PME) briefings	67.31	.90	.61	19.36	
A0024	Log or suspense incoming correspondence	50.00	1.20	.60	19.96	
F0310	Adjudicate claims	28.21	1.99	.56	20.52	
A0026	Maintain office computer systems	41.03	1.35	.56	21.08	
A0028	Make lodging or transportation arrangements	51.92	1.06	.55	21.63	25
B0059	Conduct will executions	48.72	1.06	.52	22.15	
A0021	Inventory equipment or supplies	48.72	1.05	.51	22.66	
F0310	Brief claimants on claims filing procedures	20.12	1.68	.51	22.17	

C0140	Input AMJAMS data	33.97	1.47	.50	23.67	
F0316	Assert carrier recovery claims	26.92	1.76	.47	24.14	30
A0018	Follow up on submitted travel vouchers	42.95	1.09	.47	24.61	

Number of Members: 156

GP0012

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0008	Conduct client interviews, other than for preparation of simple wills	42.95	1.08	.46	25.07	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	46.15	.97	.45	25.52	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	25.64	1.70	.44	25.96	
A0012	Develop local office programs for computers, such as spreadsheets	45.51	.94	.43	26.39	35
C0139	Edit AMJAMS products	31.41	1.31	.41	26.80	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	37.82	1.08	.41	27.20	
F0314	Assemble claims files	26.28	1.54	.41	27.61	
A0033	Prepare letters of appointment	52.56	.76	.40	28.01	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	26.28	1.51	.40	28.40	40
F0383	Process rebuttals from carriers	26.92	1.46	.39	28.80	
B0066	Prepare miscellaneous legal reviews	33.97	1.15	.39	29.19	
K0499	Maintain training records or files	34.62	1.12	.39	29.58	
F0320	Close out claims	26.92	1.43	.38	29.96	
L0541	Manage IMPAC card programs	26.92	1.42	.38	30.34	45
L0516	Determine or establish work assignments or priorities	36.54	1.04	.38	30.73	
B0052	Assist in preparation of Legal Information Online System (LIONS)	35.26	1.06	.37	31.10	
B0063	Maintain legal assistance records	33.33	1.12	.37	31.47	
A0032	Prepare conference areas for briefings or meetings	52.56	.70	.37	31.84	
B0051	Assist in preparation of legal assistance cards	37.82	.97	.37	32.21	50
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	30.13	1.21	.37	32.57	
K0489	Determine training requirements	32.69	1.11	.36	32.94	
F0337	Perform follow-up actions on carrier recovery claims	26.28	1.37	.36	33.30	
F0363	Prepare or review demand on carrier or contractor	25.64	1.37	.35	33.65	
A0015	Dispose of unclassified files	45.51	.77	.35	34.00	55
A0001	Administer client questionnaires	41.67	.84	.35	34.35	
F0369	Process carrier recovery claims for settlements	25.64	1.36	.35	34.70	
F0347	Prepare claims inspection memorandums	26.28	1.29	.34	35.04	
K0488	Counsel trainees on training progress	31.41	1.07	.34	35.37	
F0395	Review completed claims files prior to payment	24.36	1.37	.33	35.70	60
F0384	Process reconsiderations from claimants	26.92	1.23	.33	36.03	
A0036	Process administrative orders	35.90	.90	.32	36.36	
K0497	Evaluate progress of trainees	28.85	1.12	.32	36.68	
F0311	Analyze claims management data listings or reports	26.92	1.19	.32	37.00	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	25.00	1.28	.32	37.32	65
B0058	Conduct will briefings	31.41	1.01	.32	37.64	
C0175	Prepare or review Article 15, UCMJ, punishments	32.05	.98	.31	37.95	
F0321	Conduct claims inspections	26.28	1.18	.31	38.27	

F0380	Process personnel claims, other than for clothing	22.44	1.40	.31	38.58	
F0360	Prepare vouchers for payment of claims	24.36	1.28	.31	38.89	70
F0335	Perform claims legal research	25.64	1.19	.31	39.20	

Number of Members: 156

GP0012

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0344	Prepare carrier recovery claims for setoffs	25.64	1.18	.30	39.50	
F0403	Verify identity of claimants	26.28	1.15	.30	39.80	
F0341	Perform follow-up actions on personnel claims	25.00	1.21	.30	40.10	
L0524	Draft or review budget requirements	21.15	1.42	.30	40.40	75
J0478	Identify and report equipment or supply problems	32.69	.91	.30	40.70	
L0537	Inspect personnel for compliance with military standards	29.49	1.01	.30	41.00	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	25.64	1.16	.30	41.30	
A0023	Inventory network resource allocation management system (NetRAMS)	35.26	.84	.30	41.60	
L0509	Conduct self-inspections or self-assessments	34.62	.85	.29	41.89	80
A0010	Conduct witness interviews	35.90	.81	.29	42.18	
F0313	Approve claims	25.64	1.12	.29	42.47	
L0538	Interpret policies, directives, or procedures for subordinates	26.92	1.06	.28	42.75	
A0011	Coordinate adverse actions with base agencies	33.33	.85	.28	43.04	
F0348	Prepare claims labels	25.00	1.13	.28	43.32	85
C0149	Perform military justice legal research	32.69	.86	.28	43.60	
L0556	Write recommendations for awards or decorations	27.56	1.01	.28	43.88	
C0178	Prepare or review Article 15, UCMJ, suspension actions	30.13	.92	.28	44.16	
A0019	Hand-carry priority communications or documents to internal action offices	37.82	.73	.27	44.43	
F0402	Transfer claims using AFCIMS	26.28	1.04	.27	44.70	90
L0555	Write or indorse military performance reports	26.28	1.03	.27	44.98	
L0514	Counsel subordinates concerning personal matters	27.56	.98	.27	45.25	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	27.56	.98	.27	45.52	
L0511	Conduct supervisory performance feedback sessions	24.36	1.10	.27	45.78	
C0118	Brief organizations on Article 15, UCMJ, procedures	30.77	.86	.27	46.05	95
F0325	Determine claims jurisdiction	26.28	1.01	.26	46.31	
F0324	Determine chapter for claims	25.64	1.03	.26	46.58	
J0481	Maintain organizational equipment or supply records	25.64	1.02	.26	46.84	
C0170	Prepare or review Article 15, UCMJ, appeal actions	30.13	.87	.26	47.10	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	23.72	1.10	.26	47.36	100
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	30.13	.86	.26	47.62	
L0521	Develop or establish work methods or procedures	26.92	.96	.26	47.88	
F0322	Conduct claims investigations	24.36	1.06	.26	48.14	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	23.72	1.08	.26	48.40	
D0261	Prepare or review Article 15 responses	17.95	1.42	.25	48.65	105
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	22.44	1.13	.25	48.90	
F0372	Process claims payment vouchers	24.36	1.04	.25	49.16	
C0120	Complete Article 15, UCMJ, processing checklist procedures	28.85	.88	.25	49.41	

F0399	Review security forces blotters for potential claims	24.36	1.04	.25	49.66	
B0056	Conduct preventive law briefings	23.08	1.09	.25	49.91	110
C0121	Complete court-martial processing checklist procedures	28.85	.86	.25	50.16	

Number of Members: 156

GP0012

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0340	Perform follow-up actions on incomplete mail-in claims	20.51	1.21	.25	50.41	
K0491	Develop training programs, plans, or procedures	21.15	1.17	.25	50.66	
C0179	Prepare or review Article 15, UCMJ, vacation actions	30.77	.80	.25	50.91	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	25.00	.99	.25	51.15	115
L0531	Evaluate personnel for compliance with performance standards	25.00	.98	.25	51.40	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	31.41	.78	.25	51.65	
C0176	Prepare or review Article 15, UCMJ, remission actions	28.85	.85	.25	51.89	
F0315	Assemble investigative files on potential claims	22.44	1.09	.25	52.14	
F0346	Prepare claims for transmittal	24.36	1.00	.24	52.38	120
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	24.36	1.00	.24	52.62	
C0190	Prepare or review delay requests	32.69	.74	.24	52.87	
C0235	Review charge sheets for accuracy and completeness	29.49	.82	.24	53.11	
D0290	Schedule client appointments	21.15	1.14	.24	53.35	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	19.87	1.21	.24	53.59	125
C0119	Compile Article 15, UCMJ, supportive evidence	25.64	.93	.24	53.83	
L0527	Establish performance standards for subordinates	23.08	1.04	.24	54.07	
C0233	Review AMJAMS strength reports	29.49	.80	.24	54.31	
F0398	Review payments from claimants' insurers	22.44	1.05	.24	54.54	
F0312	Annotate claims funds logs	21.15	1.10	.23	54.77	130
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	22.44	1.04	.23	55.01	
B0071	Prepare documentation for off-duty employment applications	21.15	1.10	.23	55.24	
A0042	Request building or grounds maintenance	27.56	.84	.23	55.47	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	26.28	.88	.23	55.70	
F0362	Prepare or review claims activity reports	20.51	1.12	.23	55.93	135
C0229	Request reports on individual personnel (RIPs)	28.85	.80	.23	56.16	
B0105	Review legal reviews of off-duty employment	17.95	1.28	.23	56.39	
L0550	Schedule personnel TDY assignments, leaves, or passes	20.51	1.11	.23	56.62	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	27.56	.82	.23	56.85	
C0123	Conduct First Term Airman Course (FTAC) briefings	27.56	.81	.22	57.07	140
A0027	Maintain suspense files of newly purchased materials	23.72	.94	.22	57.29	
F0345	Prepare claimant instruction packets	23.08	.96	.22	57.51	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	21.15	1.05	.22	57.74	
I0469	Initiate requests for temporary duty (TDY) orders	22.44	.98	.22	57.96	
C0177	Prepare or review Article 15, UCMJ, set aside actions	27.56	.80	.22	58.18	145
L0513	Conduct supervisory orientations for newly assigned personnel	21.79	1.01	.22	58.40	
C0171	Prepare or review Article 15, UCMJ, appellate actions	26.28	.84	.22	58.62	

F0334	Negotiate claims settlements	18.59	1.18	.22	58.84
C0172	Prepare or review Article 15, UCMJ, base activity reports	23.72	.92	.22	59.05

Number of Members: 156

GP0012

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0025	Maintain law library resources	24.36	.89	.22	59.27	150
C0228	Request records of prior disciplinary actions	28.21	.76	.22	59.49	
C0148	Notify participants of courts-martial or boards	25.64	.83	.21	59.70	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	22.44	.95	.21	59.91	
C0137	Draft charges and specifications for actions, other than court-martial actions	25.00	.85	.21	60.13	155
A0022	Inventory law library publications	24.36	.87	.21	60.34	
K0493	Develop or procure training materials or aids	18.59	1.14	.21	60.55	
C0244	Review security forces blotters for potential disciplinary actions	26.28	.80	.21	60.76	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	23.08	.91	.21	60.97	160
C0184	Prepare or review court-martial convening orders	28.85	.73	.21	61.18	
C0163	Prepare trial folders	26.28	.79	.21	61.39	
F0331	Maintain claims funds logs	19.87	1.04	.21	61.60	
C0207	Process computer-generated AMJAMS reports for distribution	23.08	.89	.21	61.81	165
C0173	Prepare or review Article 15, UCMJ, decision letters	25.64	.80	.21	62.01	
B0080	Prepare or review legal reviews of fundraising activities	14.74	1.39	.21	62.22	
F0361	Prepare and process unearned transportation charges	21.15	.97	.20	62.42	
C0198	Prepare or review proposed court-martial member lists	25.64	.80	.20	62.63	170
C0243	Review RIPs for courts-martial	28.85	.70	.20	62.83	
H0431	Conduct LOAC briefings	21.79	.93	.20	63.03	
C0251	Suspense or follow up on military justice actions	27.56	.73	.20	63.23	
F0370	Process carrier recovery insurance claims	17.31	1.16	.20	63.43	175
K0500	Personalize lesson plans	14.10	1.42	.20	63.63	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	21.79	.91	.20	63.83	
F0401	Suspense payment vouchers	19.23	1.03	.20	64.03	
C0130	Coordinate witness fundings with appropriate agencies	27.56	.71	.20	64.23	180
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	20.51	.96	.20	64.42	
L0522	Develop or establish work schedules	21.15	.93	.20	64.62	
C0238	Review court-martial or board member information	25.00	.78	.20	64.82	
A0046	Schedule conferences	28.85	.68	.20	65.01	185
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	22.44	.86	.19	65.21	
C0151	Prepare administrative hold or release letters	25.00	.77	.19	65.40	
F0365	Prepare or review settlement agreements	19.23	1.00	.19	65.59	
C0147	Monitor and report on special interest cases	26.92	.71	.19	65.78	190
C0138	Draft charges and specifications for court-martial actions	21.79	.88	.19	65.97	
A0012	Dispose of law library publications	26.28	.72	.19	66.17	

F0333	Maintain potential claims files	21.79	.88	.19	66.36	185
C0194	Prepare or review indorsements referring charges to	26.28	.72	.19	66.55	
	Article 32, UCMJ, investigating officers					

Number of Members: 156

GP0012

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
J0475	Coordinate maintenance of equipment with appropriate agencies	22.44	.85	.19	66.74	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	16.67	1.12	.19	66.92	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	25.64	.73	.19	67.11	
A0017	Establish reading files	26.28	.70	.18	67.29	190
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	23.72	.78	.18	67.48	
C0185	Prepare or review court-martial promulgating orders	26.28	.70	.18	67.66	
A0029	Post changes to publications	23.72	.77	.18	67.85	
C0196	Prepare or review letters concerning submission of matters to convening authority	25.64	.71	.18	68.03	
F0326	Develop claims checklists	20.51	.89	.18	68.21	195
F0381	Process personnel clothing claims	18.59	.98	.18	68.39	
L0505	Assign personnel to work areas or duty positions	17.31	1.05	.18	68.57	
F0391	Procure statements in support of claims	18.59	.97	.18	68.75	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	17.31	1.04	.18	68.93	
C0253	Verify availability of court-martial or board members	21.15	.85	.18	69.12	200
C0192	Prepare or review discovery requests	25.64	.70	.18	69.30	
D0255	Conduct initial reviews of adverse actions	14.10	1.28	.18	69.48	
C0227	Request military witnesses for courts-martial	26.28	.68	.18	69.66	
B0076	Prepare or review legal assistance reports	22.44	.79	.18	69.83	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	24.36	.73	.18	70.01	205
A0014	Dispose of obsolete or excess publications, other than law library	25.64	.69	.18	70.19	
C0212	Process post-trial materials submitted by accused	23.72	.74	.18	70.36	
D0258	Establish eligibility of clients for defense services	13.46	1.30	.18	70.54	
D0281	Prepare or review requests for delay actions	16.03	1.09	.17	70.71	
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	12.18	1.43	.17	70.89	210
D0266	Prepare or review client statements	14.74	1.18	.17	71.06	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	21.15	.82	.17	71.24	
D0265	Prepare or review client responses for discharge actions	13.46	1.28	.17	71.41	
F0323	Coordinate claims with other investigative agencies	20.51	.84	.17	71.58	
B0073	Prepare or review barment documents	17.31	.99	.17	71.75	215
C0205	Process Article 15, UCMJ, appeal actions	20.51	.83	.17	71.92	
H0443	Maintain mobility equipment or supplies	17.95	.95	.17	72.09	
B0090	Prepare or review preventive law newspaper articles	21.15	.80	.17	72.26	
C0193	Prepare or review flimsies	25.00	.67	.17	72.43	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	24.36	.68	.17	72.60	220

C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	23.08	.72	.17	72.76
C0225	Request civilian witnesses for courts-martial	22.44	.74	.17	72.93

Number of Members: 156

GP0012

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0135	Distribute court-martial orders	23.08	.72	.17	73.09	
C0136	Distribute court-martial records of trials to reviewing authorities	22.44	.74	.17	73.26	
C0166	Prepare or process releases for court-martial or board members	22.44	.74	.17	73.42	225
C0155	Prepare courtrooms for proceedings	23.72	.69	.16	73.59	
C0168	Prepare or review amendments to court-martial convening orders	25.00	.65	.16	73.75	
A0035	Prepare witness travel orders	23.72	.69	.16	73.92	
C0246	Review unfavorable information files (UIFs)	23.72	.69	.16	74.08	
C0231	Research charges and specifications for court-martial actions	22.44	.72	.16	74.24	230
B0062	Interview clients for preparation of simple wills	15.38	1.05	.16	74.40	
A0009	Conduct random spot-checks of law library	25.64	.62	.16	74.56	
B0075	Prepare or review general investigative reports	22.44	.71	.16	74.72	
C0230	Request witness fundings	22.44	.71	.16	74.88	
C0223	Procure and brief individuals for bailiff duties	23.08	.69	.16	75.04	235
F0357	Prepare seven-point memorandums	17.95	.89	.16	75.20	
L0534	Implement safety or security programs	19.23	.82	.16	75.36	
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	21.15	.75	.16	75.52	
F0327	Edit claims management products	16.03	.98	.16	75.67	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	14.10	1.11	.16	75.83	240
C0195	Prepare or review invitational travel orders	24.36	.64	.16	75.99	
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	16.03	.97	.16	76.14	
B0081	Prepare or review legal reviews of private organizations	12.18	1.27	.15	76.30	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	19.23	.80	.15	76.45	
B0078	Prepare or review legal reviews of reports of survey	16.67	.92	.15	76.61	245
C0182	Prepare or review court-martial actions of convening authorities	24.36	.63	.15	76.76	
C0220	Procure court-martial or board members	19.23	.80	.15	76.91	
L0539	Interview potential paralegal retrainees	18.59	.82	.15	77.07	
H0460	Review UTC requirements	13.46	1.14	.15	77.22	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	21.79	.70	.15	77.37	250
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	23.72	.63	.15	77.52	
B0097	Process FOIA or Privacy Act requests	12.18	1.23	.15	77.67	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	23.08	.65	.15	77.82	
C0164	Prepare witness payment vouchers	22.44	.67	.15	77.97	
C0248	Serve records of trial on accused	21.79	.69	.15	78.12	255

D0254	Compile investigative materials	18.59	.80	.15	78.27
C0150	Perform trial team member activities	20.51	.72	.15	78.42
B0088	Prepare or review preventive law handbook factsheets	13.46	1.10	.15	78.56

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Number of Members: 156

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0183	Prepare or review court-martial base activities reports	22.44	.66	.15	78.71	
K0503	Write training reports	8.97	1.64	.15	78.86	260
C0131	Copy records of trial	21.15	.69	.15	79.01	
C0201	Prepare or review serious incident reports (SIRs)	21.79	.67	.15	79.15	
H0426	Assign personnel to mobility or contingency positions	12.18	1.20	.15	79.30	
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	23.08	.63	.15	79.44	
H0452	Prepare LOAC reports	13.46	1.08	.15	79.59	265
F0392	Reconcile claims funds logs	16.67	.87	.14	79.73	
L0508	Conduct safety and security briefings	17.95	.80	.14	79.88	

Number of Members: 134

GP0013

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	24.35	24.36
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	18.75	43.11
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	15.86	58.97
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	10.61	69.59
B	PERFORMING CIVIL LAW ACTIVITIES	62	10.02	79.61
K	PERFORMING TRAINING ACTIVITIES	21	8.21	87.82
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	4.15	91.97
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	2.66	94.63
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	2.30	96.93
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.77	98.70
E	PERFORMING COURT REPORTING ACTIVITIES	18	1.05	99.75
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.25	100.00

Number of Members: 134

GP0013

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	86.57	2.18	1.89	1.89	
A0007	Compose or type administrative correspondence	87.31	1.83	1.59	3.48	
A0038	Process incoming or outgoing electronic mail	82.09	1.93	1.59	5.07	
A0002	Answer customer service telephone calls	79.10	1.71	1.35	6.42	
A0006	Compile statistical data	79.85	1.49	1.19	7.61	5
A0045	Review suspense dates	73.88	1.58	1.17	8.78	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	65.67	1.61	1.05	9.83	
A0030	Prepare briefings, other than professional military education (PME) briefings	73.88	1.31	.97	10.80	
K0487	Conduct on-the-job training (OJT)	64.18	1.28	.82	11.62	
L0556	Write recommendations for awards or decorations	63.43	1.29	.82	12.44	10
L0516	Determine or establish work assignments or priorities	63.43	1.27	.81	13.25	
A0024	Log or suspense incoming correspondence	57.46	1.39	.80	14.05	
L0555	Write or indorse military performance reports	58.96	1.36	.80	14.85	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	67.91	1.12	.76	15.61	
K0499	Maintain training records or files	58.21	1.30	.75	16.36	15
B0065	Notarize documents	67.91	1.08	.73	17.10	
L0514	Counsel subordinates concerning personal matters	61.19	1.18	.72	17.82	
K0488	Counsel trainees on training progress	58.21	1.24	.72	18.54	
A0049	Sort and distribute incoming mail	66.42	1.07	.71	19.25	
K0497	Evaluate progress of trainees	50.00	1.38	.69	19.94	20
K0489	Determine training requirements	58.96	1.15	.68	20.62	
L0541	Manage IMPAC card programs	47.01	1.40	.66	21.28	
L0538	Interpret policies, directives, or procedures for subordinates	50.00	1.31	.65	21.93	
L0511	Conduct supervisory performance feedback sessions	56.72	1.14	.65	22.58	
B0110	Witness execution of wills	58.21	1.11	.64	23.22	25
B0064	Maintain notary logs	63.43	1.02	.64	23.87	
B0085	Prepare or review powers of attorney	61.18	1.05	.64	24.51	

A0041	Refer clients to other supportive agencies	70.15	.91	.64	25.15	
A0047	Schedule office appointments	63.43	1.00	.64	25.78	
I0471	Maintain administrative files	50.00	1.25	.63	26.41	30

Number of Members: 134

GP0013

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
K0491	Develop training programs, plans, or procedures	46.27	1.35	.62	27.03	
A0026	Maintain office computer systems	45.52	1.36	.62	27.65	
B0053	Brief clients on powers of attorney	59.70	1.03	.61	28.26	
B0111	Witness signing of legal documents	58.21	1.05	.61	28.88	
A0032	Prepare conference areas for briefings or meetings	62.69	.95	.59	29.47	35
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	47.76	1.21	.58	30.05	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	48.51	1.12	.55	30.59	
L0505	Assign personnel to work areas or duty positions	50.75	1.07	.54	31.14	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	46.27	1.15	.53	31.67	
L0522	Develop or establish work schedules	50.00	1.03	.52	32.19	40
L0550	Schedule personnel TDY assignments, leaves, or passes	47.76	1.08	.51	32.70	
L0531	Evaluate personnel for compliance with performance standards	46.27	1.09	.51	33.21	
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	48.51	1.04	.51	33.71	
L0537	Inspect personnel for compliance with military standards	50.00	1.01	.50	34.21	
L0524	Draft or review budget requirements	38.06	1.30	.49	34.71	45
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	40.30	1.22	.49	35.20	
B0059	Conduct will executions	49.25	.99	.49	35.69	
L0521	Develop or establish work methods or procedures	48.51	.99	.48	36.17	
L0527	Establish performance standards for subordinates	47.76	.99	.47	36.64	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	53.73	.86	.46	37.10	50
A0012	Develop local office programs for computers, such as spreadsheets	45.52	.99	.45	37.56	
A0033	Prepare letters of appointment	60.45	.74	.45	38.00	
A0019	Hand-carry priority communications or documents to internal action offices	51.49	.86	.44	38.45	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	42.54	1.02	.43	38.88	
A0023	Inventory network resource allocation management system (NetRAMS)	38.81	1.11	.43	39.31	55
A0018	Follow up on submitted travel vouchers	48.51	.87	.42	39.73	
A0021	Inventory equipment or supplies	50.00	.84	.42	40.15	
B0109	Verify eligibility of clients for legal assistance	46.27	.90	.42	40.57	
K0493	Develop or procure training materials or aids	40.30	1.03	.41	40.98	
A0028	Make lodging or transportation arrangements	50.75	.80	.41	41.39	60
L0513	Conduct supervisory orientations for newly assigned personnel	49.25	.81	.40	41.79	

I0469	Initiate requests for temporary duty (TDY) orders	38.06	1.02	.39	42.18
L0545	Prepare recommendation or non-recommendation retraining package	35.82	1.08	.39	42.56

Number of Members: 134

GP0013

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0554	Write or indorse civilian performance appraisals	32.09	1.20	.39	42.95	
A0046	Schedule conferences	46.27	.82	.38	43.33	65
B0052	Assist in preparation of Legal Information Online System (LIONS)	38.06	.99	.38	43.71	
A0036	Process administrative orders	43.28	.87	.38	44.08	
L0539	Interview potential paralegal retrainees	38.81	.96	.37	44.45	
J0478	Identify and report equipment or supply problems	41.79	.87	.36	44.82	
B0058	Conduct will briefings	35.82	1.01	.36	45.18	70
K0496	Evaluate effectiveness of training programs, plans, or procedures	30.60	1.17	.36	45.53	
A0015	Dispose of unclassified files	44.03	.80	.35	45.89	
B0051	Assist in preparation of legal assistance cards	38.06	.92	.35	46.24	
B0066	Prepare miscellaneous legal reviews	37.31	.92	.35	46.58	
F0311	Analyze claims management data listings or reports	32.84	1.04	.34	46.92	75
L0509	Conduct self-inspections or self-assessments	44.78	.76	.34	47.26	
A0011	Coordinate adverse actions with base agencies	35.82	.94	.34	47.60	
A0042	Request building or grounds maintenance	46.27	.71	.33	47.93	
B0063	Maintain legal assistance records	32.09	1.02	.33	48.26	
K0500	Personalize lesson plans	24.63	1.31	.32	48.58	80
A0027	Maintain suspense files of newly purchased materials	32.84	.98	.32	48.90	
C0140	Input AMJAMS data	27.61	1.16	.32	49.22	
L0552	Write job or position descriptions	35.82	.89	.32	49.54	
L0535	Initiate personnel action requests	39.55	.79	.31	49.85	
A0008	Conduct client interviews, other than for preparation of simple wills	38.06	.82	.31	50.16	85
K0498	Inspect training materials or aids for operation or suitability	22.39	1.39	.31	50.47	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	35.82	.86	.31	50.78	
C0139	Edit AMJAMS products	26.87	1.13	.30	51.08	
F0313	Approve claims	32.09	.94	.30	51.39	
L0542	Perform personnel hiring procedures	32.84	.92	.30	51.69	90
L0506	Assign sponsors for newly assigned personnel	34.33	.88	.30	51.99	
H0426	Assign personnel to mobility or contingency positions	32.09	.93	.30	52.29	
L0504	Annotate time and attendance sheets for civilian employees	32.84	.89	.29	52.58	
H0460	Review UTC requirements	26.87	1.08	.29	52.87	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	26.87	1.07	.29	53.16	95
K0503	Write training reports	16.42	1.74	.29	53.44	
C0185	Prepare or review court-martial promulgating orders	29.85	.95	.28	53.73	
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STs)	17.91	1.56	.28	54.00	
K0494	Establish or maintain study reference files	25.37	1.06	.27	54.27	
A0001	Administer client questionnaires	36.57	.73	.27	54.54	100
H0427	Assign personnel to Unit Time Code (UTC) tasks	28.10	.81	.26	54.81	

J0475	Coordinate maintenance of equipment with appropriate agencies	35.82	.72	.26	55.06
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Number of Members: 134

GP0013

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	29.10	.88	.26	55.32	
B0076	Prepare or review legal assistance reports	29.85	.85	.25	55.58	
A0010	Conduct witness interviews	32.09	.79	.25	55.83	105
F0362	Prepare or review claims activity reports	26.87	.94	.25	56.08	
J0481	Maintain organizational equipment or supply records	25.37	.99	.25	56.33	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	18.66	1.34	.25	56.58	
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	29.85	.84	.25	56.84	
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	29.10	.86	.25	57.09	110
L0536	Initiate actions required due to substandard performance of personnel	38.81	.64	.25	57.33	
C0182	Prepare or review court-martial actions of convening authorities	26.87	.92	.25	57.58	
F0395	Review completed claims files prior to payment	23.88	.99	.24	57.82	
K0502	Process completed retraining package	26.87	.88	.24	58.05	
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	24.63	.96	.24	58.29	115
F0319	Brief claimants on claims filing procedures	23.13	1.02	.24	58.53	
K0486	Conduct formal course classroom training	10.45	2.25	.24	58.76	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	20.90	1.12	.24	59.00	
A0017	Establish reading files	35.07	.67	.23	59.23	
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	23.13	1.00	.23	59.46	120
F0363	Prepare or review demand on carrier or contractor	23.13	1.00	.23	59.69	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	29.85	.77	.23	59.92	
L0510	Conduct staff assistance visits, inspections, or audits	22.39	1.03	.23	60.15	
L0557	Write replies to inspection reports	28.36	.81	.23	60.38	
B0071	Prepare documentation for off-duty employment applications	27.61	.83	.23	60.61	125
F0337	Perform follow-up actions on carrier recovery claims	19.40	1.16	.22	60.84	
L0508	Conduct safety and security briefings	26.12	.86	.22	61.06	
L0543	Plan layouts of facilities	28.36	.78	.22	61.28	
L0534	Implement safety or security programs	26.87	.82	.22	61.50	
C0251	Suspense or follow up on military justice actions	26.87	.80	.22	61.72	130
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	26.87	.80	.22	61.93	
C0235	Review charge sheets for accuracy and completeness	29.85	.72	.22	62.15	
L0529	Evaluate inspection report findings or inspection procedures	25.37	.83	.21	62.36	
L0518	Develop self-inspection or self-assessment program	24.63	.85	.21	62.57	

	checklists					
F0310	Adjudicate claims	20.15	1.04	.21	62.78	135
C0184	Prepare or review court-martial convening orders	26.12	.79	.21	62.98	

Number of Members: 134

GP0013

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0320	Close out claims	19.40	1.06	.21	63.19	
F0335	Perform claims legal research	18.66	1.10	.21	63.39	
F0316	Assert carrier recovery claims	19.40	1.05	.20	63.60	
F0383	Process rebuttals from carriers	19.40	1.04	.20	63.80	140
L0512	Conduct safety inspections of equipment or facilities	26.12	.77	.20	64.00	
C0244	Review security forces blotters for potential disciplinary actions	26.12	.77	.20	64.20	
F0364	Prepare or review requests for claims funds	23.13	.84	.20	64.40	
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	19.40	1.00	.19	64.59	
C0233	Review AMJAMS strength reports	28.36	.69	.19	64.78	145
C0195	Prepare or review invitational travel orders	26.12	.74	.19	64.98	
F0324	Determine chapter for claims	23.13	.83	.19	65.17	
F0314	Assemble claims files	18.66	1.02	.19	65.36	
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	28.36	.67	.19	65.55	
H0435	Coordinate mobility or contingency requirements with appropriate agencies	20.90	.91	.19	65.74	150
K0483	Administer or score tests	20.90	.90	.19	65.93	
C0130	Coordinate witness fundings with appropriate agencies	26.12	.72	.19	66.12	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	23.13	.81	.19	66.31	
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	24.63	.76	.19	66.49	
H0446	Participate in wing operations or exercise planning meetings	20.15	.92	.18	66.68	155
F0399	Review security forces blotters for potential claims	20.90	.88	.18	66.86	
F0322	Conduct claims investigations	19.40	.93	.18	67.04	
F0341	Perform follow-up actions on personnel claims	16.42	1.10	.18	67.22	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	20.15	.89	.18	67.40	
L0517	Develop organizational or functional charts	25.37	.70	.18	67.58	160
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	21.64	.81	.18	67.76	
F0334	Negotiate claims settlements	16.42	1.07	.18	67.93	
K0492	Develop written tests	13.43	1.31	.18	68.11	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	26.12	.67	.17	68.28	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	19.40	.90	.17	68.46	165
F0384	Process reconsiderations from claimants	20.15	.86	.17	68.63	
H0431	Conduct LOAC briefings	26.87	.64	.17	68.80	
C0149	Perform military justice legal research	21.64	.79	.17	68.97	
F0402	Transfer claims using AFCIMS	17.91	.95	.17	69.14	
C0183	Prepare or review court-martial base activities	22.38	.76	.17	69.31	170

	reports				
C0189	Prepare or review DD Forms 458 (Charge Sheet)	23.88	.71	.17	69.48
C0123	Conduct First Term Airman Course (FTAC) briefings	23.13	.73	.17	69.65

Number of Members: 134

GP0013

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0365	Prepare or review settlement agreements	17.91	.95	.17	69.82	
C0229	Request reports on individual personnel (RIPs)	23.88	.70	.17	69.99	
F0312	Annotate claims funds logs	17.91	.93	.17	70.16	175
H0433	Coordinate deployment of personnel with other MAJCOMS or joint service commands	14.93	1.11	.17	70.32	
C0198	Prepare or review proposed court-martial member lists	23.88	.69	.17	70.49	
C0121	Complete court-martial processing checklist procedures	20.15	.81	.16	70.65	
K0501	Prepare job qualification standards (JQSS)	18.66	.87	.16	70.81	
C0204	Prepare or review supplementary court-martial orders	17.91	.90	.16	70.98	180
C0208	Process court-martial promulgating orders	19.40	.82	.16	71.14	
A0029	Post changes to publications	22.39	.71	.16	71.30	
I0474	Write minutes of briefings, conferences, or meetings	17.91	.89	.16	71.45	
D0290	Schedule client appointments	15.67	1.01	.16	71.61	
B0056	Conduct preventive law briefings	23.88	.66	.16	71.77	185
F0331	Maintain claims funds logs	16.42	.95	.16	71.93	
C0172	Prepare or review Article 15, UCMJ, base activity reports	25.37	.62	.16	72.08	
H0450	Prepare Exercise Evaluation Team (EET) inputs	15.67	1.00	.16	72.24	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	21.64	.72	.16	72.40	
F0369	Process carrier recovery claims for settlements	16.42	.95	.16	72.55	190
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	19.40	.80	.15	72.71	
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	17.91	.86	.15	72.86	
F0344	Prepare carrier recovery claims for setoffs	16.42	.93	.15	73.01	
F0360	Prepare vouchers for payment of claims	19.40	.78	.15	73.16	
C0147	Monitor and report on special interest cases	24.63	.62	.15	73.32	195
A0025	Maintain law library resources	20.15	.75	.15	73.47	
H0425	Analyze issues, such as deployment, contracting, or fiscal law	14.18	1.06	.15	73.62	
B0062	Interview clients for preparation of simple wills	20.90	.72	.15	73.77	
F0325	Determine claims jurisdiction	20.15	.75	.15	73.92	
F0315	Assemble investigative files on potential claims	17.91	.84	.15	74.07	200
L0551	Write inspection reports	20.90	.72	.15	74.22	
F0327	Edit claims management products	17.91	.83	.15	74.37	
F0372	Process claims payment vouchers	16.42	.90	.15	74.52	
F0380	Process personnel claims, other than for clothing	15.67	.95	.15	74.66	
C0148	Notify participants of courts-martial or boards	20.90	.70	.15	74.81	205
C0118	Brief organizations on Article 15, UCMJ, procedures	25.37	.57	.15	74.95	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	22.39	.65	.15	75.10	
A0035	Prepare witness travel orders	23.13	.63	.15	75.25	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	16.42	.88	.15	75.39	
F0348	Prepare claims labels	16.42	.88	.14	75.54	210
C0141	Monitor offenses to ensure timely initiation of	23.13	.62	.14	75.68	

	Article 15, UCMJ, actions				
C0247	Serve appellate court decisions on accused	11.94	1.20	.14	75.82

Number of Members: 134

GP0013

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
H0437	Coordinate specific source of personnel requirements with appropriate agencies	14.93	.96	.14	75.96	
A0009	Conduct random spot-checks of law library	29.10	.49	.14	76.11	
F0403	Verify identity of claimants	20.90	.68	.14	76.25	215
A0013	Dispose of law library publications	23.88	.59	.14	76.39	
B0088	Prepare or review preventive law handbook factsheets	17.91	.79	.14	76.53	
L0547	Review written tests	11.19	1.26	.14	76.67	
H0449	Prepare equipment for deployments	16.42	.85	.14	76.81	
C0231	Research charges and specifications for court-martial actions	19.40	.72	.14	76.95	220
C0238	Review court-martial or board member information	20.15	.69	.14	77.09	
C0170	Prepare or review Article 15, UCMJ, appeal actions	26.12	.53	.14	77.23	
A0022	Inventory law library publications	22.39	.62	.14	77.37	
B0067	Prepare simple wills	19.40	.72	.14	77.51	
C0217	Process witness payment vouchers	17.91	.77	.14	77.65	225
C0136	Distribute court-martial records of trials to reviewing authorities	20.15	.68	.14	77.79	
H0443	Maintain mobility equipment or supplies	19.40	.71	.14	77.92	
H0434	Coordinate exercise sourcing requirements with functional managers	14.93	.91	.14	78.06	
C0212	Process post-trial materials submitted by accused	17.16	.79	.14	78.19	
C0211	Process excess leave documentation	15.67	.86	.13	78.33	230
F0321	Conduct claims inspections	18.66	.72	.13	78.46	
F0392	Reconcile claims funds logs	14.93	.90	.13	78.60	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	16.42	.80	.13	78.73	
C0155	Prepare courtrooms for proceedings	20.15	.65	.13	78.86	
C0228	Request records of prior disciplinary actions	21.64	.60	.13	78.99	235
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	14.18	.92	.13	79.12	
L0518	Develop resource protection programs	17.91	.73	.13	79.25	
D0272	Prepare or review office activity reports	9.70	1.34	.13	79.38	
C0227	Request military witnesses for courts-martial	20.15	.64	.13	79.51	
L0540	Investigate accidents or incidents	20.15	.64	.13	79.64	240
F0347	Prepare claims inspection memorandums	16.42	.78	.13	79.77	
B0080	Prepare or review legal reviews of fundraising activities	14.93	.86	.13	79.90	

Report Option Table for Modules

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Report Option Table for Tasks

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Description of Reported Module Factors

Col	Factor	Source vector	Title	Number Members	----- Mean	Based on All Tasks Within Range S.D.	Max	Min	----- Valid
1	TITLE		Module Statement						

Description of Reported Task Factors

1	TITLE		Task Statement						
2	F0009	GP0009/PMP	All DAFSC 5J0X1 AD Amn with 1-24 Mos TICF	79	17.39	15.25	81.01	.00	557
3	F0010	GP0010/PMP	All DAFSC 5J0X1 AD Amn with 25-48 Mos TICF	96	17.50	14.30	83.33	.00	557
4	F0011	GP0011/PMP	All DAFSC 5J0X1 AD Amn with 1-48 Mos TICF	175	17.45	14.45	80.00	.00	557
5	F0012	GP0012/PMP	All DAFSC 5J0X1 AD Amn with 49-96 Mos TICF	156	18.69	14.01	89.10	.00	557
6	F0013	GP0013/PMP	All DAFSC 5J0X1 AD Amn with 97+ Mos TICF	134	19.62	16.25	87.31	.00	557

AFSC 5J0X1 tasks are presented in USAF Job Inventory order under Duty headings.

The percent of TICF group members performing each task is presented to the right of each task.

Note that tasks are listed in alphabetical order under each Duty heading so that tasks may be easily located and cross-referenced. Differences between groups may be highlighted where there are large differences in percent members performing each task across the various groups.

D					
T Tsk		1-	25-	1-	49-
Y Nbr	Task Title	24	48	48	96
					97+ MOS

A PERFORMING GENERAL PARALEGAL ACTIVITIES

A0001	Administer client questionnaires	30	43	37	42	37
A0002	Answer customer service telephone calls	76	83	80	87	79
A0003	Brief or assist clients in filing electronic income tax returns	4	5	5	14	21
A0004	Brief or assist clients on preparation of income tax returns	3	5	4	11	19
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	1	2	2	4	6
A0006	Compile statistical data	53	55	54	70	80
A0007	Compose or type administrative correspondence	72	72	72	89	87
A0008	Conduct client interviews, other than for preparation of simple wills	42	32	37	43	38
A0009	Conduct random spot-checks of law library	10	26	19	26	29
A0010	Conduct witness interviews	39	45	42	36	32
A0011	Coordinate adverse actions with base agencies	25	35	31	33	36
A0012	Develop local office programs for computers, such as spreadsheets	25	28	27	46	46
A0013	Dispose of law library publications	8	25	17	26	24
A0014	Dispose of obsolete or excess publications, other than law library	8	19	14	26	25
A0015	Dispose of unclassified files	33	33	33	46	44
A0016	Establish law library publications checkout procedures	6	13	10	17	16
A0017	Establish reading files	10	11	11	26	35
A0018	Follow up on submitted travel vouchers	22	32	27	43	49
A0019	Hand-carry priority communications or documents to internal action offices	23	28	26	38	51
A0020	Initiate requisitions for equipment, supplies, forms, or publications	16	28	23	46	54
A0021	Inventory equipment or supplies	16	39	29	49	50
A0022	Inventory law library publications	9	26	18	24	22
A0023	Inventory network resource allocation management	10	25	18	25	20

system (NetRAMS)

D						
T Tsk		1-	25-	1-	49-	97+
Y Nbr	Task Title	24	48	48	96	MOS
A0024	Log or suspense incoming correspondence	35	33	34	50	57
A0025	Maintain law library resources	11	26	19	24	20
A0026	Maintain office computer systems	22	28	25	41	46
A0027	Maintain suspense files of newly purchased materials	9	14	11	24	33
A0028	Make lodging or transportation arrangements	34	44	39	52	51
A0029	Post changes to publications	8	22	15	24	22
A0030	Prepare briefings, other than professional military education (PME) briefings	58	52	55	67	74
A0031	Prepare certificates of transfer	10	16	13	19	16
A0032	Prepare conference areas for briefings or meetings	34	43	39	53	63
A0033	Prepare letters of appointment	32	35	34	53	60
A0034	Prepare status reports on receipt or nonreceipt of publications	3	5	4	10	15
A0035	Prepare witness travel orders	32	29	30	24	23
A0036	Process administrative orders	25	28	27	36	43
A0037	Process congressional or high-level inquiries	4	8	6	9	16
A0038	Process incoming or outgoing electronic mail	56	56	56	72	82
A0039	Procure nonstandard office supplies, such as foreign publications	1	3	2	11	10
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	14	27	21	30	40
A0041	Refer clients to other supportive agencies	58	59	59	65	70
A0042	Request building or grounds maintenance	16	20	18	28	46
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	49	38	43	60	68
A0044	Retrieve data using computers	72	73	73	87	87
A0045	Review suspense dates	51	44	47	66	74
A0046	Schedule conferences	15	18	17	29	46
A0047	Schedule office appointments	56	48	51	65	63
A0048	Search directives, files, or legal references for information, such as opinions or decisions	41	52	47	66	66
A0049	Sort and distribute incoming mail	42	52	47	60	66

 B PERFORMING CIVIL LAW ACTIVITIES

B0050	Assist in aircraft or missile mishap investigations	6	8	7	6	9
B0051	Assist in preparation of legal assistance cards	34	35	35	38	38
B0052	Assist in preparation of Legal Information Online System (LIONS)	30	30	30	35	38
B0053	Brief clients on powers of attorney	65	54	59	63	60
B0054	Compile administrative involuntary discharge files	20	16	18	19	13
B0055	Conduct internal investigations concerning environmental law issues	0	1	1	0	3
B0056	Conduct preventive law briefings	11	15	13	23	24
B0057	Conduct surveys concerning environmental law issues	1	2	2	1	1
B0058	Conduct will briefings	10	20	24	21	26

B0059 Conduct will executions

43 50 47 49 49

D						
T Tsk		1-	25-	1-	49-	97+
Y Nbr	Task Title	24	48	48	96	MOS
B0060	Conduct external investigations concerning environmental law issues	0	0	0	0	1
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	4	1	2	1	6
B0062	Interview clients for preparation of simple wills	11	10	11	15	21
B0063	Maintain legal assistance records	23	29	26	33	32
B0064	Maintain notary logs	66	72	69	74	63
B0065	Notarize documents	72	75	74	76	68
B0066	Prepare miscellaneous legal reviews	14	20	17	34	37
B0067	Prepare simple wills	8	11	10	13	19
B0068	Prepare support documents for special security files	4	2	3	2	2
B0069	Prepare wills with trusts	4	2	3	3	4
B0070	Prepare and review responses concerning environmental law issues	1	1	1	1	1
B0071	Prepare documentation for off-duty employment applications	13	16	14	21	28
B0072	Prepare or process documentation for decredentiaing boards	0	1	1	2	1
B0073	Prepare or review barment documents	9	9	9	17	12
B0074	Prepare or review dependent misconduct actions	3	3	3	12	8
B0075	Prepare or review general investigative reports	16	21	19	22	19
B0076	Prepare or review legal assistance reports	9	11	10	22	30
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	11	9	10	15	13
B0078	Prepare or review legal reviews of reports of survey	4	8	6	17	13
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	14	20	17	19	20
B0080	Prepare or review legal reviews of fundraising activities	5	8	7	15	15
B0081	Prepare or review legal reviews of private organizations	5	8	7	12	14
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	8	9	9	12	10
B0083	Prepare or review letters requesting financial disclosure statements	5	3	4	10	7
B0084	Prepare or review litigation reports	4	3	3	6	4
B0085	Prepare or review magistrate court documents	5	4	5	5	5
B0086	Prepare or review powers of attorney	66	63	64	64	61
B0087	Prepare or review preventive law bulletins	4	7	6	15	15
B0088	Prepare or review preventive law handbook factsheets	3	8	6	13	18
B0089	Prepare or review preventive law newsletters	3	6	5	14	14
B0090	Prepare or review preventive law newspaper articles	5	6	6	21	18
B0091	Prepare or review revocation documents	3	6	5	9	5
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints	1	6	4	7	4
B0093	Process civilian real estate reimbursement claims	3	2	2	4	5
B0094	Process contracts	1	1	1	2	1

B0095	Process dependent misconduct actions	1	2	2	7	2
B0096	Process financial disclosure statements	3	1	2	6	4
B0097	Process FOIA or Privacy Act requests	4	7	6	12	7

D

T Tsk

Y Nbr

Task Title

1- 25- 1- 49- 97+
24 48 48 96 MOS

B0098	Process general investigative reports	5	11	9	15	10
B0099	Process requests for release of military personnel to civilian authorities	0	3	2	3	3
B0100	Process revocation actions	4	4	4	6	3
B0101	Process special security files	4	1	2	1	2
B0102	Procure board members for administrative discharge boards	8	13	10	7	7
B0103	Provide administrative support for flying evaluation boards (FEBs)	1	3	2	4	3
B0104	Provide support for administrative discharge boards	14	14	14	17	17
B0105	Review legal reviews of off-duty employment	8	7	7	18	17
B0106	Review special security files	5	1	3	2	3
B0107	Schedule military law seminars	0	5	3	7	11
B0108	Serve as assistant government representative during administrative discharge boards	3	1	2	2	1
B0109	Verify eligibility of clients for legal assistance	52	53	53	56	46
B0110	Witness execution of wills	81	66	73	60	58
B0111	Witness signing of legal documents	81	61	70	63	58

C PERFORMING MILITARY JUSTICE ACTIVITIES

C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	44	42	43	38	48
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	19	18	18	21	11
C0114	Arrange for service appellate court decisions on accused	5	16	11	13	10
C0115	Arrange for supervisory reviews of summary court-martial records of trials	10	19	15	15	9
C0116	Assist with pretrial confinement hearings	19	25	22	18	14
C0117	Authenticate court-martial orders	6	20	14	11	10
C0118	Brief organizations on Article 15, UCMJ, procedures	28	32	30	31	25
C0119	Compile Article 15, UCMJ, supportive evidence	35	35	35	26	18
C0120	Complete Article 15, UCMJ, processing checklist procedures	37	35	36	29	20
C0121	Complete court-martial processing checklist procedures	42	33	37	29	20
C0122	Conduct Article 137, UCMJ, briefings	14	25	20	22	19
C0123	Conduct First Term Airman Course (FTAC) briefings	27	31	29	28	23
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	19	21	20	19	16
C0125	Coordinate disposals of physical evidence with base agencies	11	17	14	14	10
C0126	Coordinate individual case dockets with defense council circuit	11	15	13	16	11
C0127	Coordinate preferral of charges on pretrial confinees with commanders	22	23	22	17	13

C0128 Coordinate serving of charges on accused with trial
 counsel or unit personnel

32 32 32 22 16

D						
T Tsk		1-	25-	1-	49-	
Y Nbr	Task Title	24	48	48	96	
					97+	
					MOS	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	27	29	28	19	13
C0130	Coordinate witness fundings with appropriate agencies	27	30	29	28	26
C0131	Copy records of trial	28	28	28	21	18
C0132	Develop Article 15, UCMJ, processing checklists	20	30	26	21	16
C0133	Develop court-martial processing checklists	19	24	22	23	14
C0134	Dispose of physical evidence	6	16	11	14	9
C0135	Distribute court-martial orders	35	32	34	23	19
C0136	Distribute court-martial records of trials to reviewing authorities	33	33	33	22	20
C0137	Draft charges and specifications for actions, other than court-martial actions	39	29	34	25	16
C0138	Draft charges and specifications for court-martial actions	35	32	34	22	18
C0139	Edit AMJAMS products	34	40	37	31	27
C0140	Input AMJAMS data	48	43	45	34	28
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	41	39	39	26	23
C0142	Monitor pretrial restraint or posttrial confinement	22	20	21	19	19
C0143	Monitor status of excess leave personnel	18	23	21	17	13
C0144	Monitor status of DUI violations	15	14	14	13	11
C0145	Monitor urinalysis programs	5	6	6	7	5
C0146	Monitor victim and witness assistance program (VWAP)	16	14	15	15	14
C0147	Monitor and report on special interest cases	28	28	28	27	25
C0148	Notify participants of courts-martial or boards	34	32	33	26	21
C0149	Perform military justice legal research	35	30	33	33	22
C0150	Perform trial team member activities	11	20	16	21	10
C0151	Prepare administrative hold or release letters	38	36	37	25	16
C0152	Prepare advice on orders for rehearings	5	5	5	5	4
C0153	Prepare annual VWAP report	10	6	8	11	9
C0154	Prepare case briefs	5	7	6	6	4
C0155	Prepare courtrooms for proceedings	35	36	36	24	20
C0156	Prepare excess leave documentation	23	26	25	19	17
C0157	Prepare findings worksheets	25	27	26	20	16
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	9	16	13	12	10
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	23	24	23	19	14
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	30	25	27	19	18
C0161	Prepare requests for country clearances for witnesses	3	2	2	6	4
C0162	Prepare sentencing worksheets	28	26	27	19	15
C0163	Prepare trial folders	35	34	35	26	19
C0164	Prepare witness payment vouchers	28	27	27	22	17
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	30	29	30	24	17

C0166	Prepare or process releases for court-martial or board members	27	26	26	22	19
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T Tsk		1-	25-	1-	49-	
Y Nbr	Task Title	24	48	48	96	
					97+	
					MOS	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	20	27	24	23	19
C0168	Prepare or review amendments to court-martial convening orders	28	28	28	25	19
C0169	Prepare or review applications for relief under Article 69, UCMJ	9	8	9	13	6
C0170	Prepare or review Article 15, UCMJ, appeal actions	30	42	37	30	26
C0171	Prepare or review Article 15, UCMJ, appellate actions	19	35	28	26	19
C0172	Prepare or review Article 15, UCMJ, base activity reports	24	33	29	24	25
C0173	Prepare or review Article 15, UCMJ, decision letters	23	26	25	26	22
C0174	Prepare or review Article 15, UCMJ, mitigation actions	24	32	29	28	22
C0175	Prepare or review Article 15, UCMJ, punishments	35	43	39	32	22
C0176	Prepare or review Article 15, UCMJ, remission actions	32	35	34	29	22
C0177	Prepare or review Article 15, UCMJ, set aside actions	33	33	33	28	22
C0178	Prepare or review Article 15, UCMJ, suspension actions	34	39	37	30	22
C0179	Prepare or review Article 15, UCMJ, vacation actions	34	41	38	31	22
C0180	Prepare or review certificates of correction	13	17	15	13	12
C0181	Prepare or review convening authority actions on individual military defense counsel requests	14	21	18	15	8
C0182	Prepare or review court-martial actions of convening authorities	20	30	26	24	27
C0183	Prepare or review court-martial base activities reports	14	20	17	22	22
C0184	Prepare or review court-martial convening orders	30	34	33	29	26
C0185	Prepare or review court-martial promulgating orders	32	33	33	26	30
C0186	Prepare or review DD Forms 2707 (Confinement Order)	34	33	34	26	16
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	27	26	26	20	16
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)	8	6	7	8	4
C0189	Prepare or review DD Forms 458 (Charge Sheet)	41	42	41	31	24
C0190	Prepare or review delay requests	25	27	26	33	15
C0191	Prepare or review depositions	13	10	11	13	6
C0192	Prepare or review discovery requests	27	30	29	26	17
C0193	Prepare or review flimsies	30	29	30	25	17
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	28	31	30	26	16
C0195	Prepare or review invitational travel orders	27	27	27	24	26
C0196	Prepare or review letters concerning submission of matters to convening authority	30	29	30	26	17
C0197	Prepare or review pretrial confinement hearing reports	14	19	17	21	13
C0198	Prepare or review proposed court-martial member lists	32	34	33	26	24
C0199	Prepare or review requests for recall of reservists to active duty for courts-martial	4	9	7	11	5
C0200	Prepare or review requests to proceed to try personnel with specialized security clearances	6	14	10	15	9

C0201	Prepare or review serious incident reports (SIRs)	19	21	20	22	19
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	25	31	29	24	22

D					
T Tsk		1-	25-	1-	49-
Y Nbr	Task Title	24	48	48	96
					97+
					MOS
C0203	Prepare or review stipulations	9	19	14	17
C0204	Prepare or review supplementary court-martial orders	22	21	21	22
C0205	Process Article 15, UCMJ, appeal actions	30	30	30	21
C0206	Process Article 32, UCMJ, investigations	22	20	21	16
C0207	Process computer-generated AMJAMS reports for distribution	30	30	30	23
C0208	Process court-martial promulgating orders	25	30	28	21
C0209	Process discharges or resignations in lieu of courts-martial	16	19	18	17
C0210	Process discovery requests	18	28	23	21
C0211	Process excess leave documentation	20	27	24	19
C0212	Process post-trial materials submitted by accused	24	29	27	24
C0213	Process pretrial agreements	14	23	19	21
C0214	Process requests for individual military defense counsel	8	21	15	19
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	20	27	24	21
C0216	Process VWAP forms	19	16	17	15
C0217	Process witness payment vouchers	24	26	25	19
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	30	31	31	23
C0219	Procure convening authority approval of expert witnesses	20	27	24	21
C0220	Procure court-martial or board members	24	27	26	19
C0221	Procure military magistrates or judges for pretrial confinement hearings	11	16	14	13
C0222	Procure physical evidence for trials	20	28	25	19
C0223	Procure and brief individuals for bailiff duties	28	31	30	23
C0224	Report data on DUI violations	16	9	13	14
C0225	Request civilian witnesses for courts-martial	29	30	30	22
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	23	27	25	23
C0227	Request military witnesses for courts-martial	29	29	29	26
C0228	Request records of prior disciplinary actions	35	35	35	28
C0229	Request reports on individual personnel (RIPs)	37	34	35	29
C0230	Request witness fundings	27	29	28	22
C0231	Research charges and specifications for court-martial actions	28	26	27	22
C0232	Review allied papers for insertion in records of trial	16	21	19	20
C0233	Review AMJAMS strength reports	29	31	30	29
C0234	Review appointment or assumption of command orders with appropriate agencies	19	24	22	21
C0235	Review charge sheets for accuracy and completeness	32	36	34	29
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	30	35	33	26
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	34	35	35	28
C0238	Review court-martial or board member information	22	20	21	25

C0239 Review Daily Register of Transactions on military
 justice actions

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T Tsk		1-	25-	1-	49-
Y Nbr	Task Title	24	48	48	96
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					MOS
C0240	Review evidence to determine appropriateness for military justice actions	30	29	30	21
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	18	27	23	24
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	16	22	19	23
C0243	Review RIPs for courts-martial	37	30	33	29
C0244	Review security forces blotters for potential disciplinary actions	35	32	34	26
C0245	Review trial briefs	6	5	6	8
C0246	Review unfavorable information files (UIFs)	29	27	28	24
C0247	Serve appellate court decisions on accused	11	18	15	13
C0248	Serve records of trial on accused	30	28	29	22
C0249	Serve subpoenas on witnesses	15	20	18	13
C0250	Serve as VWAP coordinator	16	9	13	12
C0251	Suspense or follow up on military justice actions	28	26	27	28
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	35	28	31	21
C0253	Verify availability of court-martial or board members	32	32	32	21

D PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES

D0254	Compile investigative materials	19	25	22	19
D0255	Conduct initial reviews of adverse actions	15	15	15	14
D0256	Coordinate case loads with base law office personnel	10	14	12	16
D0257	Coordinate individual case dockets with legal office or circuit courts	15	16	15	12
D0258	Establish eligibility of clients for defense services	10	11	11	13
D0259	Maintain defense counsel case dockets	3	7	5	9
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	22	20	21	17
D0261	Prepare or review Article 15 responses	23	26	25	18
D0262	Prepare or review case summary reports	10	9	10	10
D0263	Prepare or review case witness statements	14	17	15	15
D0264	Prepare or review client assistance records	6	10	9	12
D0265	Prepare or review client responses for discharge actions	11	15	13	13
D0266	Prepare or review client statements	11	16	14	15
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	6	10	9	12
D0268	Prepare or review defense paralegal (DP) training reports	4	6	5	8
D0269	Prepare or review deferment of forfeitures or reduction in grade	14	14	14	14
D0270	Prepare or review initial case analyses	5	5	5	10

D0271	Prepare or review motions	5	6	6	9	5
D0272	Prepare or review office activity reports	5	13	9	17	10

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T Tsk		1-	25-	1-	49-	97+
Y Nbr	Task Title	24	48	48	96	MOS
D0273	Prepare or review petitions for new trials	4	3	3	4	2
D0274	Prepare or review petitions for rehearings	4	2	3	4	1
D0275	Prepare or review petitions for reviews by courts of military appeals	3	4	3	4	1
D0276	Prepare or review post-trial clemency evaluations	11	19	15	13	6
D0277	Prepare or review pretrial agreements	10	15	13	13	7
D0278	Prepare or review reenlistment denials	1	8	5	10	5
D0279	Prepare or review report of survey determinations	3	4	3	10	7
D0280	Prepare or review requests for deferment of confinement	8	13	10	14	6
D0281	Prepare or review requests for delay actions	11	16	14	16	8
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	14	18	16	14	7
D0283	Prepare or review requests for individual military defense counsel	6	8	7	9	4
D0284	Prepare or review responses to miscellaneous legal reviews	6	9	8	12	13
D0285	Prepare or review responses to Staff Judge Advocate recommendations	14	20	17	13	8
D0286	Prepare or review responses to pretrial advice	11	13	12	13	6
D0287	Prepare or review withdrawals of petitions for reviews	1	2	2	5	4
D0288	Prepare or review witness affidavits	6	15	11	12	7
D0289	Process request for defense witnesses	11	16	14	12	9
D0290	Schedule client appointments	22	21	21	21	16
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	13	22	18	14	7

E PERFORMING COURT REPORTING ACTIVITIES

E0292	Assemble documentation for administrative board actions	8	16	12	9	8
E0293	Assemble documentation for Article 32, UCMJ, investigations	15	19	17	16	10
E0294	Assemble documentation for collateral investigations	5	3	4	4	2
E0295	Assemble documentation FEB actions	0	2	1	3	1
E0296	Assemble documentation for miscellaneous proceedings	4	10	7	8	6
E0297	Assemble records of trials	20	22	21	13	14
E0298	Authenticate records of trials	6	2	4	3	3
E0299	Maintain court files or tapes	11	13	12	6	7
E0300	Maintain court reporter logs	3	1	2	1	5
E0301	Mark exhibits	20	28	25	20	16
E0302	Prepare or review court reporter chronologies	5	7	6	5	9
E0303	Procure photographs of physical evidence	18	25	22	12	13
E0304	Record miscellaneous proceedings, such as for FEBs, Medical Evaluation Boards (MEBs), or Aircraft Accident Investigation Boards (AIBs)	1	3	2	2	2

E0305	Record proceedings	5	1	3	1	5
E0306	Set up court reporting equipment	3	5	4	3	11

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1-	25-	1-	49-	97+
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E0307	Transcribe proceedings	0	1	1	2	7
E0308	Transcribe summarized records of trials	0	0	0	1	6
E0309	Transcribe verbatim records of trials	0	0	0	1	7

F PERFORMING AIR FORCE CLAIMS ACTIVITIES

F0310	Adjudicate claims	47	33	39	28	20
F0311	Analyze claims management data listings or reports	33	22	27	27	33
F0312	Annotate claims funds logs	30	25	27	21	18
F0313	Approve claims	23	19	21	26	32
F0314	Assemble claims files	47	33	39	26	19
F0315	Assemble investigative files on potential claims	42	30	35	22	18
F0316	Assert carrier recovery claims	43	33	38	27	19
F0317	Assert government (G) claims	30	19	24	13	11
F0318	Assert hospital recovery claims	9	8	9	7	5
F0319	Brief claimants on claims filing procedures	46	32	38	30	23
F0320	Close out claims	46	32	38	27	19
F0321	Conduct claims inspections	46	34	39	26	19
F0322	Conduct claims investigations	42	30	35	24	19
F0323	Coordinate claims with other investigative agencies	30	20	25	21	17
F0324	Determine chapter for claims	44	30	37	26	23
F0325	Determine claims jurisdiction	47	33	39	26	20
F0326	Develop claims checklists	34	18	25	21	16
F0327	Edit claims management products	24	16	19	16	18
F0328	Follow up on other investigative agencies' investigations	25	16	20	15	12
F0329	Follow up on personal injury questionnaires	8	11	10	8	4
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	43	32	37	26	19
F0331	Maintain claims funds logs	30	22	26	20	16
F0332	Maintain disaster response kits	24	23	23	18	16
F0333	Maintain potential claims files	41	30	35	22	13
F0334	Negotiate claims settlements	30	23	26	19	16
F0335	Perform claims legal research	37	25	30	26	19
F0336	Perform Disaster Control Group (DCG) duties	16	19	18	15	13
F0337	Perform follow-up actions on carrier recovery claims	37	29	33	26	19
F0338	Perform follow-up actions on G claims	24	19	21	13	9
F0339	Perform follow-up actions on hospital recovery claims	9	10	10	8	6
F0340	Perform follow-up actions on incomplete mail-in claims	39	30	34	21	13
F0341	Perform follow-up actions on personnel claims	44	31	37	25	16
F0342	Perform Initial Response Team (IRT) duties	6	3	5	7	7
F0343	Pick up or turn-in items for salvage	13	9	11	11	8
F0344	Prepare carrier recovery claims for setoffs	35	30	33	26	16
F0345	Prepare claimant instruction packets	42	29	35	23	13
F0346	Prepare claims for transmittal	37	28	32	24	14
F0347	Prepare claims inspection memorandums	42	31	36	26	16

F0348	Prepare claims labels	44	35	39	25	16
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	38	33	35	24	15

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Y Nbr	Task Title		24	48	48	96	MOS
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)		44	35	39	26	19
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department		11	6	9	7	5
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)		18	8	13	9	8
F0353	Prepare reports on potential claims of major accidents or incidents		13	10	11	8	4
F0354	Prepare requests for completion of personal injury questionnaires		9	9	9	7	5
F0355	Prepare requests for assistance from other agencies for claims administration inspections		16	13	14	10	9
F0356	Prepare salvage documents		9	9	9	10	7
F0357	Prepare seven-point memorandums		27	23	25	18	14
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)		28	19	23	14	11
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)		35	26	30	17	16
F0360	Prepare vouchers for payment of claims		43	32	37	24	19
F0361	Prepare and process unearned transportation charges		30	24	27	21	15
F0362	Prepare or review claims activity reports		27	21	23	21	27
F0363	Prepare or review demand on carrier or contractor		35	28	31	26	23
F0364	Prepare or review requests for claims funds		22	16	18	17	23
F0365	Prepare or review settlement agreements		32	22	26	19	18
F0366	Process admiralty claims		5	0	2	1	3
F0367	Process Air National Guard claims		10	4	7	4	5
F0368	Process Article 139, UCMJ, claims		8	2	5	3	6
F0369	Process carrier recovery claims for settlements		37	30	33	26	16
F0370	Process carrier recovery insurance claims		30	24	27	17	13
F0371	Process Civil Air Patrol claims		5	1	3	1	4
F0372	Process claims payment vouchers		38	28	33	24	16
F0373	Process claims under foreign claims act		5	4	5	9	4
F0374	Process federal tort claims		30	23	26	13	11
F0375	Process G claims		25	18	21	14	11
F0376	Process hospital recovery claims		9	8	9	7	4
F0377	Process international agreement claims		3	4	3	5	1
F0378	Process medical malpractice claims		8	7	7	5	3
F0379	Process nonappropriated funds claims		22	17	19	16	8
F0380	Process personnel claims, other than for clothing		42	28	34	22	16
F0381	Process personnel clothing claims		39	27	33	19	13
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft		44	29	36	25	16
F0383	Process rebuttals from carriers		39	31	35	27	19
F0384	Process reconsiderations from claimants		43	30	36	27	20
F0385	Process request for compromise of medical expenses		3	5	4	4	2
F0386	Process request for waiver of medical expenses		3	4	3	3	2

F0387	Process requests for advance payments	14	7	10	5	4
F0388	Process requests for emergency payments	10	5	7	6	6
F0389	Process requests for partial payment	14	7	10	6	6

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Y Nbr	Task Title	24	48	48	96	MOS
F0390	Process use of government property claims	9	4	6	5	5
F0391	Procure statements in support of claims	23	14	18	19	13
F0392	Reconcile claims funds logs	22	17	19	17	15
F0393	Review AF Forms 1488 (Daily Log of Patients Treated for Injuries) for potential claims	10	9	10	7	7
F0394	Review AF Forms 438 (Medical Care Third Party Liability Notification) for potential claims	10	9	10	7	6
F0395	Review completed claims files prior to payment	30	22	26	24	24
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	28	21	24	24	16
F0397	Review direct procurement method (DPM) contracts	29	17	22	10	12
F0398	Review payments from claimants' insurers	34	24	29	22	11
F0399	Review security forces blotters for potential claims	34	29	31	24	21
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	29	21	25	21	13
F0401	Suspense payment vouchers	24	22	23	19	11
F0402	Transfer claims using AFCIMS	42	33	37	26	18
F0403	Verify identity of claimants	41	33	37	26	21

G PERFORMING INTERNATIONAL LAW ACTIVITIES

G0404	Assemble or maintain lists of local national attorneys	3	2	2	4	4
G0405	Assemble or maintain lists of trial observers	1	0	1	1	1
G0406	Brief accused or unit personnel on international hold requirements or international law case requirements	1	0	1	3	0
G0407	Conduct prison visits	3	0	1	3	1
G0408	Conduct service of processes	0	0	0	1	1
G0409	Coordinate matters of international law or status of forces agreements (SOFAs) with local authorities	1	1	1	1	1
G0410	Determine jurisdiction of cases under SOFAs	0	1	1	3	2
G0411	Prepare reports on international agreements	0	1	1	3	0
G0412	Prepare requests or vouchers for payment of bail bond fees or other expenses	0	0	0	2	0
G0413	Prepare vouchers for local national attorneys	0	1	1	3	1
G0414	Prepare or review case files on individuals charged in foreign courts	0	1	1	3	1
G0415	Prepare or review custody release certificates	0	0	0	0	0
G0416	Prepare or review foreign criminal jurisdiction reports	0	1	1	3	2
G0417	Prepare or review notices to court prosecutors of designated trial observers	0	0	0	2	1
G0418	Prepare or review reports on personnel confined in foreign penal institutions	0	0	0	2	1
G0419	Prepare or review requests for, or responses to, waiver of host jurisdiction	0	1	1	2	1
G0420	Prepare or review trial observer reports	0	0	0	2	1

G0421	Process solatium payments with foreign parties	0	0	0	1	1
G0422	Procure local national attorneys	0	0	0	1	1

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Task Title

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24	48	48	96	MOS

G0423	Schedule medical examinations for personnel confined in foreign countries	0	0	0	1	0
G0424	Schedule visits to personnel confined in foreign countries	0	1	1	2	0

H PERFORMING OPERATIONAL LAW ACTIVITIES

H0425	Analyze issues, such as deployment, contracting, or fiscal law	8	4	6	10	14
H0426	Assign personnel to mobility or contingency positions	8	3	5	12	32
H0427	Assign personnel to Unit Type Code (UTC) taskings	8	2	5	12	29
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	18	9	13	22	27
H0429	Complete operations plan (OPLAN) sourcing requirements	1	1	1	6	10
H0430	Compute OPLAN requirements status listings	1	2	2	4	10
H0431	Conduct LOAC briefings	15	17	16	22	27
H0432	Conduct mobility or deployment site surveys	4	2	3	5	10
H0433	Coordinate deployment of personnel with other MAJCOMS or joint service commands	5	0	2	9	15
H0434	Coordinate exercise sourcing requirements with functional managers	6	1	3	8	15
H0435	Coordinate mobility or contingency requirements with appropriate agencies	6	3	5	10	21
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	6	1	3	11	18
H0437	Coordinate specific source of personnel requirements with appropriate agencies	6	2	4	10	15
H0438	Determine specific source of personnel requirements for deployment manning documents	5	2	3	9	14
H0439	Draft general orders	0	1	1	3	2
H0440	Draft or write mobility or deployment after-action reports	1	2	2	3	4
H0441	Evaluate compliance with LOAC	5	6	6	11	13
H0442	Maintain disaster preparedness checklists	13	6	9	10	13
H0443	Maintain mobility equipment or supplies	8	16	12	18	19
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	5	4	5	8	14
H0445	Maintain base OPLAN files	4	3	3	8	10
H0446	Participate in wing operations or exercise planning meetings	8	10	9	12	20
H0447	Prepare budget contracts for foreign or tax law studies	0	0	0	1	2
H0448	Prepare deployment planning guides	5	4	5	4	6
H0449	Prepare equipment for deployments	5	9	7	14	16
H0450	Prepare Exercise Evaluation Team (EET) inputs	6	6	6	10	16
H0451	Prepare legal annexes to war plans	2	1	2	1	4

H0452	Prepare LOAC reports	3	7	5	13	12
H0453	Prepare mobility equipment or supplies for transport	5	7	6	12	13

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T Tsk		1-	25-	1-	49-	97+
Y Nbr	Task Title	24	48	48	96	MOS
H0454	Prepare or publish project pitfall letters	0	1	1	3	3
H0455	Prepare or review official duty certificates	0	0	0	1	1
H0456	Process classified materials or documents at deployed locations	0	2	1	2	4
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	4	10	7	11	7
H0458	Provide OPLAN requirements status listings to unit commanders	1	1	1	3	2
H0459	Request or distribute mobility requirements documents	6	2	4	7	7
H0460	Review UTC requirements	9	3	6	13	27
H0461	Review and analyze target folders	0	2	1	3	4
H0462	Review or update rules of engagement	3	6	5	6	4

I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES

I0463	Complete accident or incident reports	1	2	2	3	5
I0464	Destroy classified materials or documents	5	8	7	12	11
I0465	Establish or maintain accountability records for classified materials or documents	1	1	1	6	7
I0466	Identify and report suspected security compromises	8	4	6	17	10
I0467	Initiate classified reports, messages, or documents	1	1	1	4	5
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	6	8	7	15	29
I0469	Initiate requests for temporary duty (TDY) orders	11	15	13	22	38
I0470	Inventory classified materials or documents	0	1	1	9	7
I0471	Maintain administrative files	29	32	31	51	50
I0472	Maintain or update status indicators, such as boards, graphs, or charts	18	16	17	25	27
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	15	13	14	20	21
I0474	Write minutes of briefings, conferences, or meetings	6	5	6	10	18

J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES

J0475	Coordinate maintenance of equipment with appropriate agencies	9	17	13	22	36
J0476	Develop equipment checklists	4	11	8	12	16
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	9	16	13	22	36
J0478	Identify and report equipment or supply problems	14	19	17	33	42
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	5	15	10	24	28
J0480	Maintain documentation on items requiring periodic inspections or calibrations	4	7	6	8	7
J0481	Maintain organizational equipment or supply records	6	17	12	26	25

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Task Title

1-	25-	1-	49-	97+
24	48	48	96	MOS

J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	10	24	18	30	30
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K PERFORMING TRAINING ACTIVITIES

K0483	Administer or score tests	5	4	5	10	21
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	11	6	9	22	49
K0485	Complete student entry or withdrawal forms	0	1	1	3	10
K0486	Conduct formal course classroom training	1	2	2	4	10
K0487	Conduct on-the-job training (OJT)	29	30	30	49	64
K0488	Counsel trainees on training progress	11	13	12	31	58
K0489	Determine training requirements	16	18	17	33	59
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSS)	4	4	4	6	18
K0491	Develop training programs, plans, or procedures	6	9	8	21	46
K0492	Develop written tests	1	3	2	8	13
K0493	Develop or procure training materials or aids	10	13	11	19	40
K0494	Establish or maintain study reference files	8	10	9	12	25
K0495	Evaluate training methods or techniques of instructors	3	3	3	8	12
K0496	Evaluate effectiveness of training programs, plans, or procedures	9	6	7	11	31
K0497	Evaluate progress of trainees	11	8	10	29	50
K0498	Inspect training materials or aids for operation or suitability	4	5	5	10	22
K0499	Maintain training records or files	16	23	20	35	58
K0500	Personalize lesson plans	4	6	5	14	25
K0501	Prepare job qualification standards (JQSs)	4	5	5	9	19
K0502	Process completed retraining package	6	2	4	8	27
K0503	Write training reports	3	0	1	9	16

L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES

L0504	Annotate time and attendance sheets for civilian employees	5	3	4	13	33
L0505	Assign personnel to work areas or duty positions	9	3	6	17	51
L0506	Assign sponsors for newly assigned personnel	6	3	5	10	34
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	13	11	12	24	49
L0508	Conduct safety and security briefings	13	8	10	18	26
L0509	Conduct self-inspections or self-assessments	13	21	17	35	45
L0510	Conduct staff assistance visits, inspections, or audits	10	10	10	13	22
L0511	Conduct supervisory performance feedback sessions	16	10	12	24	57

L0512 Conduct safety inspections of equipment or facilities 13 13 13 17 26

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T Tsk		1-	25-	1-	49- 97+
Y Nbr	Task Title	24	48	48	96 MOS
L0513	Conduct supervisory orientations for newly assigned personnel	14	10	12	22 49
L0514	Counsel subordinates concerning personal matters	19	13	15	28 61
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	11	15	13	22 43
L0516	Determine or establish work assignments or priorities	14	19	17	37 63
L0517	Develop organizational or functional charts	6	5	6	9 25
L0518	Develop resource protection programs	4	2	3	8 18
L0519	Develop self-inspection or self-assessment program checklists	6	6	6	15 25
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	6	6	6	12 23
L0521	Develop or establish work methods or procedures	13	17	15	27 49
L0522	Develop or establish work schedules	13	10	11	21 50
L0523	Draft host-tenant or interservice agreements	1	1	1	1 1
L0524	Draft or review budget requirements	6	8	7	21 38
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	3	0	1	6 12
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	5	4	5	13 19
L0527	Establish performance standards for subordinates	14	9	11	23 48
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	9	7	8	15 30
L0529	Evaluate inspection report findings or inspection procedures	8	5	6	13 25
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	8	7	7	17 25
L0531	Evaluate personnel for compliance with performance standards	9	13	11	25 46
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	13	10	11	22 46
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	5	7	6	16 25
L0534	Implement safety or security programs	11	11	11	19 27
L0535	Initiate personnel action requests	9	4	6	10 40
L0536	Initiate actions required due to substandard performance of personnel	8	5	6	16 39
L0537	Inspect personnel for compliance with military standards	16	16	16	29 50
L0538	Interpret policies, directives, or procedures for subordinates	9	13	11	27 50
L0539	Interview potential paralegal retrainees	9	8	9	19 39
L0540	Investigate accidents or incidents	8	2	5	12 20
L0541	Manage IMPAC card programs	13	11	12	27 47
L0542	Perform personnel hiring procedures	3	1	2	6 22

L0543	Plan layouts of facilities	5	2	3	10	28
L0544	Prepare contract requests for tax services	3	0	1	3	16

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Task Title

1-	25-	1-	49-	97+
24	48	48	96	MOS

L0545	Prepare recommendation or non-recommendation retraining package	8	5	6	10	36
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	5	5	5	13	29
L0547	Review written tests	4	3	3	4	11
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	5	3	4	10	14
L0549	Safeguard written tests	3	0	1	5	6
L0550	Schedule personnel TDY assignments, leaves, or passes	10	7	9	21	48
L0551	Write inspection reports	20	5	12	12	21
L0552	Write job or position descriptions	6	5	6	10	36
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	6	0	3	7	16
L0554	Write or indorse civilian performance appraisals	4	1	2	6	32
L0555	Write or indorse military performance reports	18	9	13	26	59
L0556	Write recommendations for awards or decorations	15	10	13	28	63
L0557	Write replies to inspection reports	10	2	6	11	28

Paralegal
Reported AFSC(s): 5J0X1

----- Variable/Group Distributions -----

The percent of reported group members who responded to background questions are presented under the column headings for the appropriate group. The displayed data summarizes information about the people in each group.

Reports on the following groups were requested:

gp0009: All DAFSC 5J0X1 AD Amn with 1-24 Mos TICF	(n = 79)
gp0010: All DAFSC 5J0X1 AD Amn with 25-48 Mos TICF	(n = 96)
gp0011: All DAFSC 5J0X1 AD Amn with 1-48 Mos TICF	(n = 175)
gp0012: All DAFSC 5J0X1 AD Amn with 49-96 Mos TICF	(n = 156)
gp0013: All DAFSC 5J0X1 AD Amn with 97+ Mos TICF	(n = 134)

C0007 Number of valid task responses

	1-24 MONTHS TICF	25-48 MONTHS TICF	1-48 MONTHS TICF	49-96 MONTHS TICF	97+ MONTHS TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Mean in range:	96.89	97.50	97.22	104.12	109.29
S.D. in range:	44.07	55.26	50.52	62.66	66.46

V0005 Enlisted Grade

	1-24 MONTHS TICF	25-48 MONTHS TICF	1-48 MONTHS TICF	49-96 MONTHS TICF	97+ MONTHS TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
AB (E-1)	0 %	0 %	0 %	0 %	0 %
AMN (E-2)	0 %	0 %	0 %	0 %	0 %
A1C (E-3)	0 %	1 %	1 %	0 %	0 %
Sra/Sgt (E-4)	6 %	10 %	9 %	2 %	0 %
SSgt (E-5)	59 %	65 %	62 %	51 %	15 %
TSgt (E-6)	24 %	22 %	23 %	33 %	36 %
MSgt (E-7)	3 %	2 %	2 %	14 %	43 %
SMSgt (E-8)	8 %	0 %	3 %	0 %	5 %
CMSgt (E-9)	0 %	0 %	0 %	0 %	1 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*
Mean in range:	5.46	5.14	5.28	5.59	6.43
S.D. in range:	.94	.66	.81	.75	.86

V0009 Number supervised

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
0	78 %	78 %	78 %	69 %	29 %
1	9 %	7 %	8 %	8 %	15 %
2	5 %	8 %	7 %	7 %	17 %
3	1 %	3 %	2 %	6 %	10 %
4	1 %	2 %	2 %	3 %	4 %
5	1 %	1 %	1 %	2 %	4 %
6	1 %	0 %	1 %	0 %	3 %
7	0 %	0 %	0 %	3 %	2 %
8	0 %	0 %	0 %	1 %	4 %
9	1 %	0 %	1 %	0 %	2 %
10	1 %	0 %	1 %	0 %	4 %
11	0 %	0 %	0 %	1 %	1 %
12	0 %	0 %	0 %	0 %	1 %
13	0 %	0 %	0 %	0 %	1 %
14	0 %	0 %	0 %	0 %	0 %
15	0 %	0 %	0 %	0 %	1 %
16	0 %	0 %	0 %	0 %	0 %
17	0 %	0 %	0 %	0 %	1 %
18	0 %	0 %	0 %	0 %	0 %
19	0 %	0 %	0 %	0 %	0 %
20	0 %	0 %	0 %	0 %	0 %
21	0 %	0 %	0 %	0 %	0 %
22	0 %	0 %	0 %	0 %	0 %
23	0 %	0 %	0 %	0 %	0 %
24	0 %	0 %	0 %	0 %	0 %
25	0 %	0 %	0 %	0 %	0 %
26	0 %	0 %	0 %	0 %	0 %
27	0 %	0 %	0 %	0 %	0 %
28	0 %	0 %	0 %	0 %	1 %
29	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	1 %	0 %
Total in group:	79*	96*	175*	156*	134*
Mean in range:	.66	.47	.55	.93	3.25
S.D. in range:	1.80	1.03	1.43	1.87	4.22

V0010 Time in present job

		1-24	25-48	1-48	49-96	97+
		MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
		TICF	TICF	TICF	TICF	TICF
Interval Percentages		gp0009	gp0010	gp0011	gp0012	gp0013
1	12	57 %	47 %	51 %	49 %	35 %
13	24	43 %	19 %	30 %	24 %	31 %
25	36	0 %	22 %	12 %	13 %	19 %
37	48	0 %	11 %	6 %	4 %	5 %
49	96	0 %	1 %	1 %	10 %	5 %
97	144	0 %	0 %	0 %	0 %	3 %
145	192	0 %	0 %	0 %	0 %	1 %
193	240	0 %	0 %	0 %	0 %	0 %
241	288	0 %	0 %	0 %	0 %	0 %
289	318	0 %	0 %	0 %	0 %	0 %
Other:		0 %	0 %	0 %	0 %	0 %
Total in group:		79*	96*	175*	156*	134*
Mean in range:		11.66	18.51	15.42	19.06	25.31
S.D. in range:		5.90	15.21	12.42	18.25	29.10

V0011 Total time in career field (TICF)

		1-24	25-48	1-48	49-96	97+
		MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
		TICF	TICF	TICF	TICF	TICF
Interval Percentages		gp0009	gp0010	gp0011	gp0012	gp0013
1	12	41 %	0 %	18 %	0 %	0 %
13	24	59 %	0 %	27 %	0 %	0 %
25	36	0 %	55 %	30 %	0 %	0 %
37	48	0 %	45 %	25 %	0 %	0 %
49	96	0 %	0 %	0 %	100 %	0 %
97	144	0 %	0 %	0 %	0 %	51 %
145	192	0 %	0 %	0 %	0 %	29 %
193	240	0 %	0 %	0 %	0 %	16 %
241	272	0 %	0 %	0 %	0 %	4 %
Other:		0 %	0 %	0 %	0 %	0 %
Total in group:		79*	96*	175*	156*	134*
Mean in range:		14.35	35.25	25.82	70.44	152.48
S.D. in range:		6.05	7.09	12.34	13.43	42.21

V0012 Time in utilization field

		1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages						
1	12	0 %	0 %	0 %	0 %	0 %
13	24	0 %	0 %	0 %	0 %	0 %
25	36	0 %	0 %	0 %	0 %	0 %
37	48	0 %	0 %	0 %	0 %	0 %
Other:		100 %	100 %	100 %	100 %	100 %
Total in group:		79*	96*	175*	156*	134*
Mean in range:		.00	.00	.00	.00	.00
S.D. in range:		.00	.00	.00	.00	.00

V0014 Total Active Federal Military Service (TAFMS)

		1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages						
1	12	0 %	0 %	0 %	0 %	0 %
13	24	0 %	0 %	0 %	0 %	0 %
25	36	0 %	0 %	0 %	0 %	0 %
37	48	3 %	4 %	3 %	0 %	0 %
49	96	34 %	21 %	27 %	10 %	1 %
97	144	29 %	39 %	34 %	35 %	7 %
145	192	23 %	30 %	27 %	29 %	19 %
193	240	6 %	6 %	6 %	21 %	45 %
241	288	4 %	0 %	2 %	6 %	26 %
289	318	1 %	0 %	1 %	0 %	2 %
Other:		0 %	0 %	0 %	0 %	0 %
Total in group:		79*	96*	175*	156*	134*
Mean in range:		128.22	126.49	127.27	156.89	213.60
S.D. in range:		59.11	44.11	51.43	49.94	45.62

V0023 Enlisted Duty AFSC prefix

		1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages						
T		0 %	0 %	0 %	1 %	3 %
Other:		100 %	100 %	100 %	99 %	97 %
Total in group:		79*	96*	175*	156*	134*

V0024 Enlisted Duty AFSC with suffix

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
5J000	0 %	0 %	0 %	0 %	1 %
5J031	25 %	9 %	17 %	3 %	0 %
5J051	61 %	73 %	67 %	58 %	25 %
5J071	9 %	18 %	14 %	38 %	63 %
5J091	5 %	0 %	2 %	1 %	10 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0029 MAJCOM or operating agency

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
USAFA	1 %	0 %	1 %	1 %	1 %
AETC	22 %	17 %	19 %	15 %	16 %
PACAF	4 %	10 %	7 %	20 %	13 %
AFSOC	1 %	3 %	2 %	0 %	2 %
AMC	19 %	10 %	14 %	8 %	12 %
AFSPC	9 %	13 %	11 %	3 %	7 %
ANG	0 %	0 %	0 %	0 %	1 %
PACOM	0 %	0 %	0 %	1 %	1 %
USAFE	3 %	14 %	9 %	13 %	7 %
AFRC	0 %	0 %	0 %	0 %	1 %
AIA	0 %	1 %	1 %	1 %	1 %
ACC	27 %	17 %	21 %	13 %	13 %
AFMC	10 %	7 %	9 %	8 %	10 %
AFLSA	5 %	8 %	7 %	17 %	13 %
CENTCOM	0 %	0 %	0 %	0 %	1 %
USSTRATCOM	0 %	0 %	0 %	0 %	1 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0030 Assigned to base/installation outside continental U.S.

	1-24 MONTHS TICF	25-48 MONTHS TICF	1-48 MONTHS TICF	49-96 MONTHS TICF	97+ MONTHS TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Yes	10 %	27 %	19 %	38 %	28 %
No	90 %	73 %	81 %	62 %	72 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0031 How do you find your job

	1-24 MONTHS TICF	25-48 MONTHS TICF	1-48 MONTHS TICF	49-96 MONTHS TICF	97+ MONTHS TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Dull	3 %	5 %	4 %	8 %	7 %
So-So	4 %	16 %	10 %	13 %	7 %
Interesting	94 %	79 %	86 %	78 %	85 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0032 How does your job utilize your talents

	1-24 MONTHS TICF	25-48 MONTHS TICF	1-48 MONTHS TICF	49-96 MONTHS TICF	97+ MONTHS TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
None to very little	9 %	14 %	11 %	13 %	11 %
Fairly to very well	56 %	72 %	65 %	56 %	59 %
Excellent to perfect	35 %	15 %	24 %	30 %	30 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0033 How does your job utilize your training

	1-24 MONTHS TICF	25-48 MONTHS TICF	1-48 MONTHS TICF	49-96 MONTHS TICF	97+ MONTHS TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
None to very little	5 %	8 %	7 %	7 %	13 %
Fairly to very well	56 %	71 %	64 %	61 %	57 %
Excellent to perfect	39 %	21 %	29 %	32 %	30 %

Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0034 How satisfied with sense of accomplishment from work

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Dissatisfied	6 %	17 %	12 %	17 %	11 %
Neutral	6 %	5 %	6 %	6 %	10 %
Satisfied	87 %	78 %	82 %	76 %	78 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0035 Do you plan to reenlist at end of current enlistment

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Will retire	5 %	5 %	5 %	14 %	53 %
No or probably no	20 %	27 %	24 %	20 %	9 %
Yes or probably yes	75 %	68 %	71 %	66 %	38 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0036 Separate factor(s) - Military lifestyle

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	5 %	2 %	3 %	1 %	1 %
Moderate influence	3 %	4 %	3 %	3 %	1 %
Strong influence	5 %	4 %	5 %	3 %	1 %
Other:	87 %	90 %	89 %	94 %	96 %
Total in group:	79*	96*	175*	156*	134*

V0037 Separate factor(s) - Pay and allowances

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	3 %	1 %	2 %	1 %	1 %
Moderate influence	3 %	6 %	5 %	3 %	1 %
Strong influence	8 %	6 %	7 %	5 %	2 %
Other:	87 %	86 %	87 %	90 %	96 %
Total in group:	79*	96*	175*	156*	134*

V0038 Separate factor(s) - Bonus or special pay

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	3 %	2 %	2 %	1 %	0 %
Moderate influence	0 %	3 %	2 %	0 %	1 %
Strong influence	5 %	4 %	5 %	3 %	1 %
Other:	92 %	91 %	91 %	97 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0039 Separate factor(s) - Retirement benefits

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	0 %	1 %	1 %	0 %	0 %
Moderate influence	4 %	1 %	2 %	1 %	0 %
Strong influence	1 %	1 %	1 %	1 %	1 %
Other:	95 %	97 %	96 %	99 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0040 Separate factor(s) - Military related education/training opportunities

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	3 %	2 %	2 %	1 %	1 %
Moderate influence	0 %	0 %	0 %	0 %	0 %
Strong influence	0 %	2 %	1 %	1 %	1 %
Other:	97 %	96 %	97 %	98 %	97 %
Total in group:	79*	96*	175*	156*	134*

V0041 Separate factor(s) - Off-duty education and training opportunities

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	4 %	4 %	4 %	0 %	0 %
Moderate influence	1 %	1 %	1 %	1 %	0 %
Strong influence	3 %	3 %	3 %	4 %	1 %
Other:	92 %	92 %	92 %	95 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0042 Separate factor(s) - Medical or dental care for AD member

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	4 %	3 %	3 %	1 %	1 %
Moderate influence	3 %	0 %	1 %	1 %	1 %
Strong influence	0 %	1 %	1 %	1 %	1 %
Other:	94 %	96 %	95 %	97 %	97 %
Total in group:	79*	96*	175*	156*	134*

V0043 Separate factor(s) - Medical care or dental care for family members

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	2 %	1 %	0 %	1 %
Moderate influence	4 %	0 %	2 %	0 %	0 %
Strong influence	1 %	0 %	1 %	3 %	1 %
Other:	95 %	98 %	97 %	97 %	98 %
Total in group:	79*	96*	175*	156*	134*

V0044 Separate factor(s) - Base housing

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	2 %	1 %	1 %	1 %
Moderate influence	1 %	0 %	1 %	1 %	1 %
Strong influence	1 %	3 %	2 %	1 %	0 %
Other:	97 %	95 %	96 %	98 %	98 %
Total in group:	79*	96*	175*	156*	134*

V0045 Separate factor(s) - Base services

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	0 %	1 %	0 %	1 %
Moderate influence	0 %	1 %	1 %	0 %	0 %
Strong influence	1 %	0 %	1 %	0 %	1 %
Other:	97 %	99 %	98 %	100 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0046 Separate factor(s) - Childcare needs

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	0 %	0 %	0 %	0 %	1 %
Moderate influence	1 %	0 %	1 %	0 %	0 %
Strong influence	5 %	3 %	4 %	4 %	2 %
Other:	94 %	97 %	95 %	96 %	97 %
Total in group:	79*	96*	175*	156*	134*

V0047 Separate factor(s) - Spouse's career

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	0 %	1 %	1 %	2 %	1 %
Moderate influence	0 %	2 %	1 %	2 %	1 %
Strong influence	3 %	3 %	3 %	1 %	1 %
Other:	97 %	94 %	95 %	95 %	97 %
Total in group:	79*	96*	175*	156*	134*

V0048 Separate factor(s) - Civilian job opportunities

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	0 %	1 %	1 %	1 %	0 %
Moderate influence	4 %	3 %	3 %	3 %	0 %
Strong influence	5 %	2 %	3 %	6 %	1 %
Other:	91 %	94 %	93 %	89 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0049 Separate factor(s) - Equal employment opportunities

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	0 %	1 %	0 %	0 %
Moderate influence	0 %	0 %	0 %	2 %	0 %
Strong influence	1 %	0 %	1 %	0 %	0 %
Other:	97 %	100 %	99 %	98 %	100 %
Total in group:	79*	96*	175*	156*	134*

V0050 Separate factor(s) - Number of PCS moves

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	0 %	0 %	1 %	0 %
Moderate influence	1 %	2 %	2 %	2 %	0 %
Strong influence	1 %	2 %	2 %	2 %	2 %
Other:	97 %	96 %	97 %	96 %	98 %
Total in group:	79*	96*	175*	156*	134*

V0051 Separate factor(s) - Location of present assignment

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	1 %	1 %	1 %	1 %
Moderate influence	1 %	3 %	2 %	1 %	1 %
Strong influence	5 %	5 %	5 %	3 %	1 %
Other:	92 %	91 %	91 %	95 %	97 %
Total in group:	79*	96*	175*	156*	134*

V0052 Separate factor(s) - Number/duration of TDYs or deployments

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	1 %	1 %	1 %	0 %
Moderate influence	5 %	0 %	2 %	2 %	0 %
Strong influence	4 %	2 %	3 %	1 %	1 %
Other:	91 %	97 %	94 %	97 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0053 Separate factor(s) - Work schedule

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	2 %	1 %	1 %	0 %
Moderate influence	1 %	1 %	1 %	0 %	1 %
Strong influence	1 %	3 %	2 %	1 %	0 %
Other:	97 %	94 %	95 %	97 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0054 Separate factor(s) - Additional duties

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	2 %	1 %	1 %	1 %
Moderate influence	3 %	3 %	3 %	0 %	1 %
Strong influence	1 %	1 %	1 %	1 %	0 %
Other:	96 %	94 %	95 %	97 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0055 Separate factor(s) - Job security

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	2 %	2 %	0 %	0 %
Moderate influence	0 %	0 %	0 %	1 %	1 %
Strong influence	1 %	0 %	1 %	0 %	1 %
Other:	97 %	98 %	98 %	99 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0056 Separate factor(s) - Enlisted evaluation system

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	1 %	1 %	1 %	0 %
Moderate influence	3 %	3 %	3 %	1 %	1 %
Strong influence	3 %	4 %	3 %	3 %	1 %
Other:	95 %	92 %	93 %	95 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0057 Separate factor(s) - Promotion opportunities

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	1 %	1 %	1 %	1 %
Moderate influence	3 %	1 %	2 %	2 %	1 %
Strong influence	3 %	4 %	3 %	5 %	3 %
Other:	95 %	94 %	94 %	92 %	95 %
Total in group:	79*	96*	175*	156*	134*

V0058 Separate factor(s) - Training/experience of unit personnel

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	0 %	1 %	1 %	1 %
Moderate influence	0 %	0 %	0 %	1 %	1 %
Strong influence	3 %	3 %	3 %	1 %	1 %
Other:	96 %	97 %	97 %	97 %	98 %
Total in group:	79*	96*	175*	156*	134*

V0059 Separate factor(s) - Unit manning

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	0 %	1 %	0 %	1 %
Moderate influence	4 %	2 %	3 %	3 %	0 %
Strong influence	3 %	4 %	3 %	1 %	1 %
Other:	92 %	94 %	93 %	96 %	98 %
Total in group:	79*	96*	175*	156*	134*

V0060 Separate factor(s) - Unit resources

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	0 %	1 %	1 %	0 %
Moderate influence	1 %	1 %	1 %	1 %	1 %
Strong influence	3 %	0 %	1 %	0 %	0 %
Other:	95 %	99 %	97 %	97 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0061 Separate factor(s) - Unit readiness

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	0 %	0 %	0 %	0 %
Moderate influence	1 %	1 %	1 %	1 %	0 %
Strong influence	1 %	0 %	1 %	0 %	0 %
Other:	97 %	99 %	98 %	99 %	100 %
Total in group:	79*	96*	175*	156*	134*

V0062 Separate factor(s) - Recognition of efforts

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	3 %	2 %	2 %	3 %	0 %
Moderate influence	0 %	2 %	1 %	3 %	1 %
Strong influence	4 %	4 %	4 %	4 %	2 %
Other:	94 %	92 %	93 %	91 %	97 %
Total in group:	79*	96*	175*	156*	134*

V0063 Separate factor(s) - Esprit de corps/morale

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	3 %	3 %	3 %	0 %	0 %
Moderate influence	1 %	4 %	3 %	2 %	1 %
Strong influence	5 %	4 %	5 %	6 %	3 %
Other:	91 %	89 %	90 %	92 %	96 %
Total in group:	79*	96*	175*	156*	134*

V0064 Separate factor(s) - Leadership of immediate supervisor

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	1 %	0 %	1 %	1 %	1 %
Moderate influence	0 %	1 %	1 %	1 %	1 %
Strong influence	3 %	5 %	4 %	3 %	3 %
Other:	96 %	94 %	95 %	96 %	96 %
Total in group:	79*	96*	175*	156*	134*

V0065 Separate factor(s) - Leadership at unit level

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	1 %	1 %	1 %	0 %	0 %
Moderate influence	0 %	1 %	1 %	2 %	1 %
Strong influence	4 %	3 %	3 %	4 %	1 %
Other:	95 %	95 %	95 %	94 %	98 %
Total in group:	79*	96*	175*	156*	134*

V0066 Separate factor(s) - Senior Air Force leadership

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	1 %	0 %	1 %	0 %	0 %
Moderate influence	0 %	1 %	1 %	1 %	0 %
Strong influence	4 %	0 %	2 %	2 %	1 %
Other:	95 %	99 %	97 %	97 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0067 Reenlist factor(s) - Military lifestyle

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	11 %	8 %	10 %	6 %	3 %
Moderate influence	18 %	13 %	15 %	15 %	15 %
Strong influence	24 %	11 %	17 %	21 %	11 %
Other:	47 %	68 %	58 %	57 %	71 %
Total in group:	79*	96*	175*	156*	134*

V0068 Reenlist factor(s) - Pay and allowances

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	5 %	4 %	5 %	5 %	2 %
Moderate influence	15 %	13 %	14 %	15 %	10 %
Strong influence	34 %	23 %	28 %	28 %	14 %
Other:	46 %	60 %	54 %	52 %	74 %
Total in group:	79*	96*	175*	156*	134*

V0069 Reenlist factor(s) - Bonus or special pay

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	8 %	7 %	7 %	5 %	1 %
Moderate influence	5 %	10 %	8 %	5 %	4 %
Strong influence	15 %	15 %	15 %	10 %	2 %
Other:	72 %	68 %	70 %	80 %	93 %
Total in group:	79*	96*	175*	156*	134*

V0070 Reenlist factor(s) - Retirement benefits

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	4 %	4 %	4 %	2 %	1 %
Moderate influence	14 %	7 %	10 %	9 %	3 %
Strong influence	32 %	39 %	35 %	40 %	28 %
Other:	51 %	50 %	50 %	49 %	68 %
Total in group:	79*	96*	175*	156*	134*

V0071 Reenlist factor(s) - Military related education/training opportunities

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	6 %	1 %	3 %	6 %	0 %
Moderate influence	23 %	13 %	17 %	12 %	10 %
Strong influence	11 %	14 %	13 %	17 %	11 %
Other:	59 %	73 %	67 %	65 %	78 %
Total in group:	79*	96*	175*	156*	134*

V0072 Reenlist factor(s) - Off-duty education and training opportunities

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	5 %	2 %	3 %	3 %	1 %
Moderate influence	22 %	19 %	20 %	10 %	7 %
Strong influence	27 %	21 %	23 %	26 %	14 %
Other:	47 %	58 %	53 %	61 %	77 %
Total in group:	79*	96*	175*	156*	134*

V0073 Reenlist factor(s) - Medical or dental care for AD member

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	5 %	4 %	5 %	3 %	1 %
Moderate influence	14 %	7 %	10 %	11 %	10 %
Strong influence	25 %	21 %	23 %	24 %	14 %
Other:	56 %	68 %	62 %	62 %	74 %
Total in group:	79*	96*	175*	156*	134*

V0074 Reenlist factor(s) - Medical care or dental care for family members

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	3 %	4 %	3 %	3 %	0 %
Moderate influence	15 %	4 %	9 %	9 %	7 %
Strong influence	27 %	21 %	23 %	24 %	19 %
Other:	56 %	71 %	64 %	64 %	74 %
Total in group:	79*	96*	175*	156*	134*

V0075 Reenlist factor(s) - Base housing

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	1 %	4 %	3 %	1 %	3 %
Moderate influence	8 %	2 %	5 %	3 %	5 %
Strong influence	4 %	4 %	4 %	4 %	5 %
Other:	87 %	90 %	89 %	92 %	87 %
Total in group:	79*	96*	175*	156*	134*

V0076 Reenlist factor(s) - Base services

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	5 %	5 %	5 %	3 %	2 %
Moderate influence	8 %	5 %	6 %	6 %	7 %
Strong influence	5 %	3 %	4 %	4 %	4 %
Other:	82 %	86 %	85 %	88 %	86 %
Total in group:	79*	96*	175*	156*	134*

V0077 Reenlist factor(s) - Childcare needs

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	3 %	2 %	2 %	1 %	0 %
Moderate influence	5 %	1 %	3 %	4 %	1 %
Strong influence	6 %	9 %	8 %	8 %	5 %
Other:	86 %	88 %	87 %	87 %	93 %
Total in group:	79*	96*	175*	156*	134*

V0078 Reenlist factor(s) - Spouse's career

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	2 %	2 %	1 %	1 %
Moderate influence	5 %	3 %	4 %	3 %	2 %
Strong influence	11 %	7 %	9 %	12 %	6 %
Other:	82 %	88 %	85 %	85 %	91 %
Total in group:	79*	96*	175*	156*	134*

V0079 Reenlist factor(s) - Civilian job opportunities

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	3 %	2 %	2 %	1 %
Moderate influence	3 %	2 %	2 %	6 %	0 %
Strong influence	9 %	5 %	7 %	7 %	5 %
Other:	87 %	90 %	89 %	85 %	94 %
Total in group:	79*	96*	175*	156*	134*

V0080 Reenlist factor(s) - Equal employment opportunities

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	2 %	2 %	1 %	0 %
Moderate influence	3 %	1 %	2 %	2 %	1 %
Strong influence	6 %	3 %	5 %	4 %	5 %
Other:	90 %	94 %	92 %	94 %	93 %
Total in group:	79*	96*	175*	156*	134*

V0081 Reenlist factor(s) - Number of PCS moves

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	3 %	2 %	2 %	0 %
Moderate influence	4 %	5 %	5 %	8 %	5 %
Strong influence	4 %	3 %	3 %	4 %	3 %
Other:	92 %	89 %	90 %	86 %	92 %
Total in group:	79*	96*	175*	156*	134*

V0082 Reenlist factor(s) - Location of present assignment

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	3 %	1 %	2 %	3 %	1 %
Moderate influence	4 %	6 %	5 %	6 %	4 %
Strong influence	13 %	14 %	13 %	18 %	10 %
Other:	81 %	79 %	80 %	74 %	84 %
Total in group:	79*	96*	175*	156*	134*

V0083 Reenlist factor(s) - Number/duration of TDYs or deployments

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	3 %	1 %	2 %	1 %	0 %
Moderate influence	8 %	5 %	6 %	3 %	1 %
Strong influence	4 %	4 %	4 %	9 %	4 %
Other:	86 %	90 %	88 %	88 %	95 %
Total in group:	79*	96*	175*	156*	134*

V0084 Reenlist factor(s) - Work schedule

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	3 %	10 %	7 %	3 %	3 %
Moderate influence	10 %	9 %	10 %	10 %	3 %
Strong influence	11 %	6 %	9 %	13 %	6 %
Other:	76 %	74 %	75 %	74 %	88 %
Total in group:	79*	96*	175*	156*	134*

V0085 Reenlist factor(s) - Additional duties

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	4 %	5 %	5 %	1 %	2 %
Moderate influence	1 %	1 %	1 %	3 %	1 %
Strong influence	3 %	0 %	1 %	3 %	1 %
Other:	92 %	94 %	93 %	92 %	96 %
Total in group:	79*	96*	175*	156*	134*

V0086 Reenlist factor(s) - Job security

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	4 %	7 %	6 %	2 %	1 %
Moderate influence	9 %	9 %	9 %	9 %	3 %
Strong influence	39 %	32 %	35 %	37 %	22 %
Other:	48 %	51 %	50 %	53 %	74 %
Total in group:	79*	96*	175*	156*	134*

V0087 Reenlist factor(s) - Enlisted evaluation system

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	3 %	4 %	3 %	2 %	0 %
Moderate influence	0 %	2 %	1 %	1 %	1 %
Strong influence	5 %	3 %	4 %	4 %	3 %
Other:	92 %	91 %	91 %	93 %	96 %
Total in group:	79*	96*	175*	156*	134*

V0088 Reenlist factor(s) - Promotion opportunities

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	5 %	3 %	2 %	1 %
Moderate influence	9 %	7 %	8 %	5 %	5 %
Strong influence	19 %	13 %	15 %	19 %	9 %
Other:	72 %	75 %	74 %	74 %	85 %
Total in group:	79*	96*	175*	156*	134*

V0089 Reenlist factor(s) - Training/experience of unit personnel

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	4 %	3 %	3 %	1 %	1 %
Moderate influence	4 %	5 %	5 %	4 %	1 %
Strong influence	8 %	4 %	6 %	5 %	5 %
Other:	85 %	88 %	86 %	90 %	92 %
Total in group:	79*	96*	175*	156*	134*

V0090 Reenlist factor(s) - Unit manning

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	3 %	2 %	1 %	1 %
Moderate influence	1 %	2 %	2 %	3 %	1 %
Strong influence	4 %	6 %	5 %	3 %	1 %
Other:	94 %	89 %	91 %	93 %	96 %
Total in group:	79*	96*	175*	156*	134*

V0091 Reenlist factor(s) - Unit resources

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	2 %	2 %	1 %	0 %
Moderate influence	1 %	1 %	1 %	3 %	1 %
Strong influence	3 %	1 %	2 %	2 %	1 %
Other:	95 %	96 %	95 %	94 %	98 %
Total in group:	79*	96*	175*	156*	134*

V0092 Reenlist factor(s) - Unit readiness

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	1 %	1 %	0 %	0 %
Moderate influence	0 %	0 %	0 %	1 %	1 %
Strong influence	1 %	0 %	1 %	1 %	1 %
Other:	97 %	99 %	98 %	97 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0093 Reenlist factor(s) - Recognition of efforts

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	4 %	5 %	5 %	3 %	2 %
Moderate influence	6 %	5 %	6 %	8 %	4 %
Strong influence	5 %	9 %	7 %	12 %	7 %
Other:	85 %	80 %	82 %	78 %	87 %
Total in group:	79*	96*	175*	156*	134*

V0094 Reenlist factor(s) - Esprit de corps/morale

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	3 %	4 %	3 %	5 %	2 %
Moderate influence	13 %	8 %	10 %	10 %	4 %
Strong influence	16 %	13 %	14 %	22 %	13 %
Other:	68 %	75 %	72 %	63 %	80 %
Total in group:	79*	96*	175*	156*	134*

V0095 Reenlist factor(s) - Leadership of immediate supervisor

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	1 %	3 %	2 %	3 %	1 %
Moderate influence	5 %	7 %	6 %	5 %	4 %
Strong influence	9 %	6 %	7 %	15 %	7 %
Other:	85 %	83 %	84 %	77 %	88 %
Total in group:	79*	96*	175*	156*	134*

V0096 Reenlist factor(s) - Leadership at unit level

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Slight influence	0 %	2 %	1 %	1 %	1 %
Moderate influence	5 %	4 %	5 %	4 %	2 %
Strong influence	6 %	3 %	5 %	11 %	4 %
Other:	89 %	91 %	90 %	84 %	93 %
Total in group:	79*	96*	175*	156*	134*

V0097 Reenlist factor(s) - Senior Air Force leadership

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Slight influence	0 %	3 %	2 %	1 %	0 %
Moderate influence	4 %	1 %	2 %	3 %	1 %
Strong influence	6 %	4 %	5 %	8 %	4 %
Other:	90 %	92 %	91 %	87 %	95 %
Total in group:	79*	96*	175*	156*	134*

V0098 Deployments completed in support of contingencies/exercises past 12 months

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
None	96 %	90 %	93 %	90 %	93 %
1 deployment	3 %	7 %	5 %	8 %	6 %
2 deployments	0 %	2 %	1 %	2 %	0 %
3 deployments	1 %	1 %	1 %	0 %	1 %
4 deployments	0 %	0 %	0 %	0 %	0 %
5 deployments	0 %	0 %	0 %	0 %	0 %
6 deployments or more	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0099 Days spent TDY in support of contingencies/exercises past 12 months

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
30 days or less	0 %	5 %	3 %	3 %	1 %
31 - 59 days	3 %	3 %	3 %	2 %	1 %
60 - 89 days	1 %	1 %	1 %	1 %	1 %
90 - 119 days	0 %	1 %	1 %	3 %	2 %
120 - 149 days	0 %	0 %	0 %	1 %	1 %
150 - 179 days	0 %	0 %	0 %	0 %	0 %
180 days or more	0 %	0 %	0 %	0 %	0 %
Other:	96 %	90 %	93 %	90 %	93 %
Total in group:	79*	96*	175*	156*	134*

V0100 Job title

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Adverse Actions Paralegal	10 %	11 %	11 %	4 %	0 %
Asst Chief, Court Administrator	0 %	1 %	1 %	0 %	0 %
Assistant Court Administrator	0 %	0 %	0 %	1 %	0 %
NCOIC, Adverse Actions	4 %	3 %	3 %	1 %	4 %
Asst NCOIC, Adverse Actions	0 %	2 %	1 %	0 %	1 %
Asst NCOIC, Civil Law	1 %	2 %	2 %	2 %	1 %
Asst NCOIC, Claims	6 %	7 %	7 %	3 %	2 %
Asst NCOIC, Military Justice	5 %	5 %	5 %	8 %	1 %
Chief, Court Administrator	0 %	0 %	0 %	1 %	1 %
Circuit Court Administrator	1 %	1 %	1 %	1 %	0 %
Civil Law Paralegal	4 %	3 %	3 %	3 %	1 %
Claims Paralegal	25 %	17 %	21 %	13 %	2 %
Command Paralegal Manager	0 %	0 %	0 %	0 %	4 %
Computer Administrator	0 %	0 %	0 %	0 %	0 %
Defense Paralegal	3 %	7 %	5 %	10 %	4 %
Hospital Recovery Paralegal	0 %	0 %	0 %	0 %	0 %
Instructor	0 %	0 %	0 %	1 %	2 %
Instructor Supervisor	0 %	0 %	0 %	1 %	1 %
Law Office Manager	5 %	1 %	3 %	13 %	30 %
Law Office Superintendent	3 %	0 %	1 %	1 %	5 %
Magistrate Court Paralegal	0 %	0 %	0 %	0 %	0 %
Military Justice Paralegal	16 %	15 %	15 %	4 %	1 %
NCOIC, Civil Law	3 %	5 %	4 %	6 %	4 %
NCOIC, Claims	5 %	4 %	5 %	7 %	10 %
NCOIC, General Law	0 %	0 %	0 %	3 %	2 %
NCOIC, Internat'l/Operation Law	0 %	0 %	0 %	5 %	2 %
NCOIC, Legal Assistance	0 %	0 %	0 %	0 %	0 %
NCOIC, Military Justice	6 %	11 %	9 %	9 %	9 %
Tort Claims Examiner	0 %	1 %	1 %	1 %	1 %
Other	3 %	2 %	2 %	3 %	10 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0101 Specialized legal area which best describes where you spend most time

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Adverse Actions	6 %	7 %	7 %	4 %	4 %
Circuit Office	1 %	1 %	1 %	1 %	1 %
Civil Law	5 %	6 %	6 %	7 %	7 %
Claims	38 %	28 %	33 %	22 %	14 %
Contract Law	0 %	0 %	0 %	0 %	1 %
Defense Paralegal	3 %	6 %	5 %	10 %	4 %
Environmental Law	0 %	0 %	0 %	0 %	0 %
Hospital Recovery	0 %	0 %	0 %	1 %	0 %
International/Operational Law	0 %	0 %	0 %	4 %	1 %
Labor Law	0 %	0 %	0 %	0 %	0 %
Law Office Management	6 %	2 %	4 %	12 %	36 %
Legal Assistance	0 %	2 %	1 %	2 %	3 %
Military Justice	34 %	38 %	36 %	24 %	16 %
The JAG School	1 %	1 %	1 %	2 %	4 %
Other	5 %	8 %	7 %	11 %	10 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0102 Are you currently in upgrade training

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	90 %	67 %	77 %	15 %	1 %
No	10 %	33 %	23 %	85 %	99 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0103 Spec legal area recd trng past 12 mths-Adverse Actions

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	30 %	32 %	31 %	16 %	8 %
Other:	70 %	68 %	69 %	84 %	92 %
Total in group:	79*	96*	175*	156*	134*

V0104 Spec legal area recd trng past 12 mths-Circuit Office

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	1 %	3 %	2 %	0 %	1 %
Other:	99 %	97 %	98 %	100 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0105 Spec legal area recd trng past 12 mths-Civil Law

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	34 %	43 %	39 %	24 %	10 %
Other:	66 %	57 %	61 %	76 %	90 %
Total in group:	79*	96*	175*	156*	134*

V0106 Spec legal area recd trng past 12 mths-Claims

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	68 %	46 %	56 %	31 %	11 %
Other:	32 %	54 %	44 %	69 %	89 %
Total in group:	79*	96*	175*	156*	134*

V0107 Spec legal area recd trng past 12 mths-Contract Law

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	3 %	5 %	4 %	1 %	3 %
Other:	97 %	95 %	96 %	99 %	97 %
Total in group:	79*	96*	175*	156*	134*

V0108 Spec legal area recd trng past 12 mths-Defense Paralegal

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	1 %	6 %	4 %	7 %	1 %
Other:	99 %	94 %	96 %	93 %	99 %
Total in group:	79*	96*	175*	156*	134*

V0109 Spec legal area recd trng past 12 mths-Environmental Law

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	3 %	7 %	5 %	2 %	3 %
Other:	97 %	93 %	95 %	98 %	97 %
Total in group:	79*	96*	175*	156*	134*

V0110 Spec legal area recd trng past 12 mths-Hospital Recovery

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	18 %	15 %	16 %	7 %	6 %
Other:	82 %	85 %	84 %	93 %	94 %
Total in group:	79*	96*	175*	156*	134*

V0111 Spec legal area recd trng past 12 mths-International and Operational Law

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	5 %	15 %	10 %	10 %	8 %
Other:	95 %	85 %	90 %	90 %	92 %
Total in group:	79*	96*	175*	156*	134*

V0112 Spec legal area recd trng past 12 mths-Labor Law

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	4 %	6 %	5 %	1 %	3 %
Other:	96 %	94 %	95 %	99 %	97 %
Total in group:	79*	96*	175*	156*	134*

V0113 Spec legal area recd trng past 12 mths-Law Office Management

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	10 %	5 %	7 %	16 %	22 %
Other:	90 %	95 %	93 %	84 %	78 %
Total in group:	79*	96*	175*	156*	134*

V0114 Spec legal area recd trng past 12 mths-Legal Assistance

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	41 %	30 %	35 %	12 %	8 %
Other:	59 %	70 %	65 %	88 %	92 %
Total in group:	79*	96*	175*	156*	134*

V0115 Spec legal area recd trng past 12 mths-Military Justice

	1-24 MONTHS TICF gp0009	25-48 MONTHS TICF gp0010	1-48 MONTHS TICF gp0011	49-96 MONTHS TICF gp0012	97+ MONTHS TICF gp0013
Interval Percentages					
Yes	58 %	67 %	63 %	31 %	10 %
Other:	42 %	33 %	37 %	69 %	90 %
Total in group:	79*	96*	175*	156*	134*

V0116 Spec legal area recd trng past 12 mths-The Judge Advocate Gen (TJAG) Sch

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Yes	22 %	21 %	21 %	11 %	10 %
Other:	78 %	79 %	79 %	89 %	90 %
Total in group:	79*	96*	175*	156*	134*

V0117 Spec legal area recd trng past 12 mths-Other

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Yes	19 %	13 %	15 %	15 %	14 %
Other:	81 %	88 %	85 %	85 %	86 %
Total in group:	79*	96*	175*	156*	134*

V0118 Number of hours per week, on average, spend working in excess of 40 hours

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
5 hours per week or less	35 %	42 %	39 %	46 %	32 %
6 - 10 hours per week	39 %	43 %	41 %	35 %	43 %
11 - 15 hours per week	19 %	9 %	14 %	14 %	16 %
16 - 20 hours per week	3 %	4 %	3 %	3 %	5 %
21 - 25 hours per week	1 %	1 %	1 %	3 %	2 %
26 hours per week or more	3 %	1 %	2 %	0 %	1 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

V0119 Do you prefer to complete surveys on a computer, or by paper-and-pencil

	1-24	25-48	1-48	49-96	97+
	MONTHS	MONTHS	MONTHS	MONTHS	MONTHS
	TICF	TICF	TICF	TICF	TICF
Interval Percentages	gp0009	gp0010	gp0011	gp0012	gp0013
Computer	63 %	70 %	67 %	69 %	66 %
Booklet	22 %	11 %	16 %	12 %	10 %
No preference	15 %	19 %	17 %	19 %	22 %

Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	79*	96*	175*	156*	134*

Number of Members: 45

GP0042

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	21.31	21.31
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	20.05	41.37
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	19.77	61.15
B	PERFORMING CIVIL LAW ACTIVITIES	62	14.64	75.79
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	10.07	85.86
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	3.69	89.56
K	PERFORMING TRAINING ACTIVITIES	21	3.57	93.13
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.95	95.08
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	1.86	96.94
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.45	98.39
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	1.08	99.47
E	PERFORMING COURT REPORTING ACTIVITIES	18	.53	100.00

Number of Members: 45

GP0042

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	86.67	2.51	2.17	2.17	
A0007	Compose or type administrative correspondence	71.11	2.23	1.58	3.76	
A0002	Answer customer service telephone calls	77.78	1.98	1.54	5.30	
B0065	Notarize documents	91.11	1.66	1.51	6.81	
A0038	Process incoming or outgoing electronic mail	68.89	1.93	1.33	8.14	5
B0053	Brief clients on powers of attorney	82.22	1.57	1.29	9.43	
B0086	Prepare or review powers of attorney	82.22	1.49	1.23	10.66	
B0064	Maintain notary logs	82.22	1.45	1.19	11.85	
B0110	Witness execution of wills	66.67	1.59	1.06	12.91	
A0006	Compile statistical data	60.00	1.68	1.01	13.91	10
B0059	Conduct will executions	60.00	1.45	.87	14.78	
B0111	Witness signing of legal documents	60.00	1.39	.83	15.62	
A0041	Refer clients to other supportive agencies	57.78	1.36	.79	16.40	
B0109	Verify eligibility of clients for legal assistance	57.78	1.35	.78	17.19	
A0030	Prepare briefings, other than professional military education (PME) briefings	62.22	1.25	.78	17.96	15
B0051	Assist in preparation of legal assistance cards	44.44	1.62	.72	18.68	
B0063	Maintain legal assistance records	37.78	1.88	.71	19.39	
A0045	Review suspense dates	53.33	1.32	.70	20.09	
B0052	Assist in preparation of Legal Information Online System (LIONS)	42.22	1.49	.63	20.72	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	55.56	1.13	.63	21.35	20
A0020	Initiate requisitions for equipment, supplies, forms, or publications	42.22	1.44	.61	21.96	
K0487	Conduct on-the-job training (OJT)	48.89	1.18	.58	22.53	
A0047	Schedule office appointments	51.11	1.12	.57	23.11	
F0320	Close out claims	37.78	1.49	.56	23.67	
F0314	Assemble claims files	37.78	1.43	.54	24.21	25
F0310	Adjudicate claims	35.56	1.52	.54	24.75	
A0018	Follow up on submitted travel vouchers	46.67	1.14	.53	25.28	

F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	37.78	1.40	.53	25.81
F0316	Assert carrier recovery claims	37.78	1.38	.52	26.33

Number of Members: 45

GP0042

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0555	Write or indorse military performance reports	37.78	1.37	.52	26.85	30
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	33.33	1.55	.52	27.37	
F0319	Brief claimants on claims filing procedures	37.78	1.37	.52	27.89	
L0514	Counsel subordinates concerning personal matters	35.56	1.39	.50	28.38	
L0511	Conduct supervisory performance feedback sessions	33.33	1.47	.49	28.87	
K0489	Determine training requirements	35.56	1.36	.48	29.35	35
F0337	Perform follow-up actions on carrier recovery claims	37.78	1.26	.48	29.83	
F0348	Prepare claims labels	37.78	1.26	.47	30.30	
A0024	Log or suspense incoming correspondence	40.00	1.17	.47	30.77	
F0403	Verify identity of claimants	37.78	1.23	.47	31.24	
A0049	Sort and distribute incoming mail	46.67	1.00	.47	31.70	40
K0499	Maintain training records or files	35.56	1.30	.46	32.17	
I0471	Maintain administrative files	46.67	.99	.46	32.63	
F0311	Analyze claims management data listings or reports	35.56	1.27	.45	33.08	
F0360	Prepare vouchers for payment of claims	33.33	1.32	.44	33.52	
F0383	Process rebuttals from carriers	35.56	1.23	.44	33.96	45
A0015	Dispose of unclassified files	44.44	.98	.44	34.40	
B0054	Compile administrative involuntary discharge files	26.67	1.63	.43	34.83	
L0524	Draft or review budget requirements	22.22	1.95	.43	35.27	
J0481	Maintain organizational equipment or supply records	26.67	1.62	.43	35.70	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	35.56	1.22	.43	36.13	50
L0556	Write recommendations for awards or decorations	35.56	1.20	.43	36.56	
F0321	Conduct claims inspections	37.78	1.10	.42	36.97	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	26.67	1.56	.42	37.39	
F0347	Prepare claims inspection memorandums	35.56	1.16	.41	37.80	
A0011	Coordinate adverse actions with base agencies	28.89	1.40	.41	38.21	55
F0315	Assemble investigative files on potential claims	33.33	1.19	.40	38.60	
L0516	Determine or establish work assignments or priorities	37.78	1.05	.39	39.00	
A0026	Maintain office computer systems	31.11	1.26	.39	39.39	
F0363	Prepare or review demand on carrier or contractor	37.78	1.04	.39	39.79	
F0312	Annotate claims funds logs	28.89	1.34	.39	40.17	60
F0384	Process reconsiderations from claimants	35.56	1.08	.38	40.56	
C0140	Input AMJAMS data	33.33	1.15	.38	40.94	
A0021	Inventory equipment or supplies	37.78	1.01	.38	41.32	
L0509	Conduct self-inspections or self-assessments	48.89	.76	.37	41.70	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	40.00	.93	.37	42.07	65
F0322	Conduct claims investigations	33.33	1.11	.37	42.44	
L0541	Manage IMPAC card programs	24.44	1.52	.37	42.81	
F0362	Prepare or review claims activity reports	28.89	1.28	.37	43.18	
L0538	Interpret policies, directives, or procedures for subordinates	26.67	1.38	.37	43.55	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	26.67	1.38	.37	43.91	70

A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	42.22	.86	.36	44.28
F0395	Review completed claims files prior to payment	31.11	1.15	.36	44.64

Number of Members: 45

GP0042

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0369	Process carrier recovery claims for settlements	33.33	1.07	.36	45.00	
L0537	Inspect personnel for compliance with military standards	31.11	1.15	.36	45.35	
F0341	Perform follow-up actions on personnel claims	33.33	1.06	.35	45.71	75
H0431	Conduct LOAC briefings	35.56	1.00	.35	46.06	
F0331	Maintain claims funds logs	31.11	1.13	.35	46.41	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	28.89	1.21	.35	46.76	
F0345	Prepare claimant instruction packets	35.56	.98	.35	47.11	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	33.33	1.04	.35	47.46	80
F0372	Process claims payment vouchers	28.89	1.19	.35	47.80	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	33.33	1.03	.34	48.15	
L0527	Establish performance standards for subordinates	28.89	1.18	.34	48.49	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	35.56	.94	.34	48.82	
F0380	Process personnel claims, other than for clothing	28.89	1.16	.34	49.16	85
B0058	Conduct will briefings	31.11	1.07	.33	49.49	
F0313	Approve claims	33.33	1.00	.33	49.83	
J0478	Identify and report equipment or supply problems	35.56	.93	.33	50.16	
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	22.22	1.48	.33	50.49	
F0402	Transfer claims using AFCIMS	35.56	.93	.33	50.82	90
B0076	Prepare or review legal assistance reports	28.89	1.14	.33	51.14	
A0008	Conduct client interviews, other than for preparation of simple wills	35.56	.91	.32	51.47	
F0346	Prepare claims for transmittal	35.56	.91	.32	51.79	
F0399	Review security forces blotters for potential claims	31.11	1.04	.32	52.11	
A0023	Inventory network resource allocation management system (NetRAMS)	28.89	1.11	.32	52.43	95
F0335	Perform claims legal research	28.89	1.11	.32	52.75	
F0344	Prepare carrier recovery claims for setoffs	33.33	.96	.32	53.07	
C0175	Prepare or review Article 15, UCMJ, punishments	35.56	.90	.32	53.39	
C0139	Edit AMJAMS products	26.67	1.19	.32	53.71	
C0198	Prepare or review proposed court-martial member lists	28.89	1.09	.31	54.02	100
F0333	Maintain potential claims files	31.11	1.01	.31	54.34	
K0488	Counsel trainees on training progress	28.89	1.09	.31	54.65	
F0324	Determine chapter for claims	35.56	.88	.31	54.97	
L0522	Develop or establish work schedules	26.67	1.17	.31	55.28	
C0121	Complete court-martial processing checklist procedures	28.89	1.07	.31	55.59	105
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	26.67	1.15	.31	55.89	
F0325	Determine claims jurisdiction	35.56	.86	.31	56.20	
F0334	Negotiate claims settlements	26.67	1.15	.31	56.51	
F0358	Prepare Standard Forms (SF) 1034 (Public Voucher for	24.44	1.25	.30	56.81	

	Purchases and Services Other Than Personal)					
B0056	Conduct preventive law briefings	31.11	.98	.30	57.11	110
A0032	Prepare conference areas for briefings or meetings	42.22	.72	.30	57.42	

Number of Members: 45

GP0042

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0235	Review charge sheets for accuracy and completeness	28.89	1.05	.30	57.72	
C0229	Request reports on individual personnel (RIPs)	28.89	1.05	.30	58.03	
C0246	Review unfavorable information files (UIFs)	24.44	1.22	.30	58.33	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	31.11	.93	.29	58.61	115
F0361	Prepare and process unearned transportation charges	28.89	1.00	.29	58.90	
C0118	Brief organizations on Article 15, UCMJ, procedures	33.33	.86	.29	59.19	
K0491	Develop training programs, plans, or procedures	20.00	1.41	.28	59.47	
C0138	Draft charges and specifications for court-martial actions	24.44	1.14	.28	59.75	
C0151	Prepare administrative hold or release letters	28.89	.96	.28	60.03	120
L0531	Evaluate personnel for compliance with performance standards	24.44	1.13	.28	60.31	
C0195	Prepare or review invitational travel orders	26.67	1.03	.27	60.58	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	26.67	1.02	.27	60.85	
C0120	Complete Article 15, UCMJ, processing checklist procedures	33.33	.81	.27	61.12	
C0148	Notify participants of courts-martial or boards	22.22	1.20	.27	61.39	125
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	26.67	1.00	.27	61.66	
A0012	Develop local office programs for computers, such as spreadsheets	31.11	.84	.26	61.92	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	33.33	.78	.26	62.18	
L0521	Develop or establish work methods or procedures	24.44	1.05	.26	62.44	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	31.11	.82	.25	62.69	130
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	31.11	.81	.25	62.94	
C0243	Review RIPs for courts-martial	24.44	1.02	.25	63.19	
A0027	Maintain suspense files of newly purchased materials	15.56	1.59	.25	63.44	
A0028	Make lodging or transportation arrangements	42.22	.58	.25	63.68	
C0230	Request witness fundings	24.44	1.00	.24	63.93	135
A0036	Process administrative orders	28.89	.84	.24	64.17	
C0170	Prepare or review Article 15, UCMJ, appeal actions	31.11	.77	.24	64.41	
L0513	Conduct supervisory orientations for newly assigned personnel	22.22	1.06	.23	64.64	
F0340	Perform follow-up actions on incomplete mail-in claims	28.89	.81	.23	64.88	
L0505	Assign personnel to work areas or duty positions	17.78	1.31	.23	65.11	140
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	22.22	1.05	.23	65.34	
A0019	Hand-carry priority communications or documents to internal action offices	33.33	.70	.23	65.58	
C0171	Prepare or review Article 15, UCMJ, appellate actions	28.89	.80	.23	65.81	
J0475	Coordinate maintenance of equipment with appropriate agencies	22.22	1.04	.23	66.04	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment	20.00	1.14	.23	66.27	145

	(LOAs), and Letters of Counseling (LOCs)				
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	26.67	.86	.23	66.49

Number of Members: 45

GP0042

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0539	Interview potential paralegal retrainees	31.11	.73	.23	66.72	
F0401	Suspense payment vouchers	24.44	.93	.23	66.95	
F0365	Prepare or review settlement agreements	24.44	.93	.23	67.18	
A0010	Conduct witness interviews	26.67	.84	.22	67.40	150
C0173	Prepare or review Article 15, UCMJ, decision letters	26.67	.84	.22	67.62	
C0119	Compile Article 15, UCMJ, supportive evidence	28.89	.77	.22	67.85	
F0381	Process personnel clothing claims	22.22	1.00	.22	68.07	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	31.11	.71	.22	68.29	
F0392	Reconcile claims funds logs	22.22	.98	.22	68.51	155
C0172	Prepare or review Article 15, UCMJ, base activity reports	26.67	.82	.22	68.73	
F0364	Prepare or review requests for claims funds	26.67	.81	.22	68.94	
H0460	Review UTC requirements	15.56	1.37	.21	69.16	
A0042	Request building or grounds maintenance	28.89	.73	.21	69.37	
C0155	Prepare courtrooms for proceedings	22.22	.94	.21	69.58	160
C0251	Suspense or follow up on military justice actions	31.11	.67	.21	69.79	
K0497	Evaluate progress of trainees	24.44	.85	.21	69.99	
C0207	Process computer-generated AMJAMS reports for distribution	26.67	.77	.20	70.20	
B0088	Prepare or review preventive law handbook factsheets	15.56	1.31	.20	70.40	
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	24.44	.83	.20	70.60	165
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	22.22	.91	.20	70.81	
B0071	Prepare documentation for off-duty employment applications	28.89	.70	.20	71.01	
H0452	Prepare LOAC reports	17.78	1.14	.20	71.21	
A0001	Administer client questionnaires	26.67	.75	.20	71.41	
C0179	Prepare or review Article 15, UCMJ, vacation actions	31.11	.64	.20	71.61	170
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	17.78	1.10	.20	71.81	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	22.22	.88	.19	72.00	
C0185	Prepare or review court-martial promulgating orders	28.89	.67	.19	72.19	
C0233	Review AMJAMS strength reports	33.33	.58	.19	72.39	
C0178	Prepare or review Article 15, UCMJ, suspension actions	31.11	.62	.19	72.58	175
B0066	Prepare miscellaneous legal reviews	22.22	.86	.19	72.77	
A0033	Prepare letters of appointment	40.00	.48	.19	72.96	
F0391	Procure statements in support of claims	24.44	.77	.19	73.15	
H0443	Maintain mobility equipment or supplies	20.00	.94	.19	73.34	
C0244	Review security forces blotters for potential disciplinary actions	24.44	.76	.19	73.53	180
L0554	Write or indorse civilian performance appraisals	8.89	2.07	.18	73.71	
L0550	Schedule personnel TDY assignments, leaves, or passses	17.78	1.02	.18	73.89	

C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	26.67	.68	.18	74.08
C0203	Prepare or review stipulations	17.78	1.01	.18	74.25

Number of Members: 45

GP0042

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0357	Prepare seven-point memorandums	22.22	.80	.18	74.43	185
C0240	Review evidence to determine appropriateness for military justice actions	24.44	.73	.18	74.61	
C0132	Develop Article 15, UCMJ, processing checklists	26.67	.66	.18	74.79	
K0493	Develop or procure training materials or aids	17.78	.99	.18	74.96	
F0326	Develop claims checklists	26.67	.65	.17	75.14	
C0135	Distribute court-martial orders	26.67	.65	.17	75.31	190
F0398	Review payments from claimants' insurers	22.22	.78	.17	75.48	
L0517	Develop organizational or functional charts	13.33	1.29	.17	75.65	
C0184	Prepare or review court-martial convening orders	26.67	.64	.17	75.83	
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	13.33	1.27	.17	76.00	
H0449	Prepare equipment for deployments	17.78	.95	.17	76.17	195
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	24.44	.69	.17	76.34	
C0208	Process court-martial promulgating orders	24.44	.69	.17	76.50	
C0177	Prepare or review Article 15, UCMJ, set aside actions	28.89	.58	.17	76.67	
I0469	Initiate requests for temporary duty (TDY) orders	24.44	.68	.17	76.84	
C0182	Prepare or review court-martial actions of convening authorities	24.44	.68	.17	77.01	200
C0176	Prepare or review Article 15, UCMJ, remission actions	26.67	.61	.16	77.17	
F0332	Maintain disaster response kits	22.22	.73	.16	77.33	
F0336	Perform Disaster Control Group (DCG) duties	22.22	.73	.16	77.49	
H0426	Assign personnel to mobility or contingency positions	13.33	1.21	.16	77.66	
F0327	Edit claims management products	22.22	.72	.16	77.82	205
H0441	Evaluate compliance with LOAC	8.89	1.78	.16	77.97	
C0166	Prepare or process releases for court-martial or board members	24.44	.64	.16	78.13	
H0462	Review or update rules of engagement	11.11	1.41	.16	78.29	
F0397	Review direct procurement method (DPM) contracts	13.33	1.17	.16	78.44	
C0144	Monitor status of DUI violations	15.56	.99	.15	78.60	210
C0228	Request records of prior disciplinary actions	26.67	.57	.15	78.75	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	22.22	.69	.15	78.90	
H0427	Assign personnel to Unit Type Code (UTC) taskings	11.11	1.37	.15	79.06	
H0425	Analyze issues, such as deployment, contracting, or fiscal law	11.11	1.37	.15	79.21	
C0147	Monitor and report on special interest cases	26.67	.57	.15	79.36	215
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	24.44	.62	.15	79.51	
C0212	Process post-trial materials submitted by accused	22.22	.68	.15	79.66	
C0183	Prepare or review court-martial base activities reports	22.22	.66	.15	79.81	
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	20.00	.73	.15	79.95	

Number of Members: 78

GP0043

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	27.72	27.73
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	25.29	53.02
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	14.98	68.01
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	9.98	77.99
K	PERFORMING TRAINING ACTIVITIES	21	9.12	87.12
B	PERFORMING CIVIL LAW ACTIVITIES	62	6.11	93.23
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	2.61	95.84
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.23	97.06
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.20	98.26
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.89	99.15
E	PERFORMING COURT REPORTING ACTIVITIES	18	.85	100.00

Number of Members: 78

GP0043

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	75.64	1.83	1.38	1.38	
A0002	Answer customer service telephone calls	80.77	1.33	1.08	2.46	
A0007	Compose or type administrative correspondence	67.95	1.42	.97	3.43	
A0038	Process incoming or outgoing electronic mail	64.10	1.45	.93	4.35	
K0488	Counsel trainees on training progress	41.03	1.76	.72	5.07	5
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	37.18	1.91	.71	5.78	
K0499	Maintain training records or files	46.15	1.51	.70	6.48	
K0497	Evaluate progress of trainees	33.33	2.09	.70	7.18	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	51.28	1.33	.68	7.86	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	55.13	1.19	.65	8.51	10
F0310	Adjudicate claims	35.90	1.81	.65	9.16	
F0319	Brief claimants on claims filing procedures	42.31	1.53	.65	9.81	
F0314	Assemble claims files	35.90	1.79	.64	10.45	
A0045	Review suspense dates	53.85	1.13	.61	11.06	
A0006	Compile statistical data	60.26	1.00	.60	11.66	15
B0110	Witness execution of wills	61.54	.97	.59	12.26	
C0140	Input AMJAMS data	43.59	1.32	.57	12.83	
F0320	Close out claims	35.90	1.58	.57	13.40	
B0111	Witness signing of legal documents	60.26	.94	.56	13.96	
K0500	Personalize lesson plans	19.23	2.90	.56	14.52	20
F0316	Assert carrier recovery claims	33.33	1.66	.55	15.07	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	37.18	1.46	.54	15.61	
K0493	Develop or procure training materials or aids	30.77	1.75	.54	16.15	
F0403	Verify identity of claimants	35.90	1.49	.53	16.69	
F0348	Prepare claims labels	34.62	1.53	.53	17.22	25
F0383	Process rebuttals from carriers	32.05	1.63	.52	17.74	
F0497	Conduct on-the-job training (OTJ)	46.15	1.12	.52	18.26	

F0360	Prepare vouchers for payment of claims	35.90	1.42	.51	18.77	
F0380	Process personnel claims, other than for clothing	34.62	1.47	.51	19.27	
K0489	Determine training requirements	37.18	1.37	.51	19.78	30

Number of Members: 78

GP0043

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0395	Review completed claims files prior to payment	35.90	1.40	.50	20.28	
F0341	Perform follow-up actions on personnel claims	35.90	1.39	.50	20.78	
F0347	Prepare claims inspection memorandums	33.33	1.49	.50	21.28	
F0369	Process carrier recovery claims for settlements	33.33	1.49	.50	21.78	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	47.44	1.04	.49	22.27	35
A0030	Prepare briefings, other than professional military education (PME) briefings	61.54	.80	.49	22.76	
K0491	Develop training programs, plans, or procedures	26.92	1.82	.49	23.25	
C0139	Edit AMJAMS products	39.74	1.22	.49	23.74	
A0047	Schedule office appointments	53.85	.90	.48	24.22	
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSS)	16.67	2.87	.48	24.70	40
K0498	Inspect training materials or aids for operation or suitability	19.23	2.46	.47	25.17	
F0321	Conduct claims inspections	33.33	1.41	.47	25.64	
F0337	Perform follow-up actions on carrier recovery claims	32.05	1.45	.47	26.11	
F0325	Determine claims jurisdiction	38.46	1.19	.46	26.56	
F0363	Prepare or review demand on carrier or contractor	29.49	1.55	.46	27.02	45
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	39.74	1.15	.46	27.47	
K0486	Conduct formal course classroom training	11.54	3.91	.45	27.93	
F0324	Determine chapter for claims	38.46	1.17	.45	28.38	
I0471	Maintain administrative files	34.62	1.29	.45	28.82	
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	30.77	1.45	.45	29.27	50
F0372	Process claims payment vouchers	30.77	1.44	.44	29.71	
L0516	Determine or establish work assignments or priorities	38.46	1.15	.44	30.15	
K0496	Evaluate effectiveness of training programs, plans, or procedures	24.36	1.79	.44	30.59	
L0537	Inspect personnel for compliance with military standards	35.90	1.22	.44	31.03	
B0065	Notarize documents	53.85	.80	.43	31.46	55
A0049	Sort and distribute incoming mail	51.28	.83	.43	31.88	
C0120	Complete Article 15, UCMJ, processing checklist procedures	37.18	1.13	.42	32.31	
C0175	Prepare or review Article 15, UCMJ, punishments	42.31	.99	.42	32.73	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	34.62	1.21	.42	33.15	
K0503	Write training reports	11.54	3.60	.42	33.56	60
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	30.77	1.34	.41	33.97	
B0064	Maintain notary logs	55.13	.74	.41	34.38	
B0053	Brief clients on powers of attorney	50.00	.81	.41	34.79	
B0100	Verify eligibility of clients for legal assistance	44.87	.80	.40	35.10	

F0333	Maintain potential claims files	35.90	1.11	.40	35.59	65
F0335	Perform claims legal research	30.77	1.29	.40	35.99	
K0494	Establish or maintain study reference files	20.51	1.94	.40	36.38	

Number of Members: 78

GP0043

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0340	Perform follow-up actions on incomplete mail-in claims	30.77	1.28	.39	36.78	
F0399	Review security forces blotters for potential claims	35.90	1.09	.39	37.17	
A0041	Refer clients to other supportive agencies	56.41	.69	.39	37.56	70
C0119	Compile Article 15, UCMJ, supportive evidence	34.62	1.12	.39	37.94	
C0137	Draft charges and specifications for actions, other than court-martial actions	32.05	1.21	.39	38.33	
F0322	Conduct claims investigations	32.05	1.21	.39	38.72	
K0483	Administer or score tests	19.23	2.01	.39	39.11	
F0384	Process reconsiderations from claimants	33.33	1.15	.38	39.49	75
B0086	Prepare or review powers of attorney	42.31	.88	.37	39.86	
F0346	Prepare claims for transmittal	30.77	1.20	.37	40.23	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	35.90	1.03	.37	40.60	
A0008	Conduct client interviews, other than for preparation of simple wills	35.90	1.03	.37	40.97	
C0149	Perform military justice legal research	34.62	1.06	.37	41.34	80
A0024	Log or suspense incoming correspondence	43.59	.83	.36	41.70	
F0362	Prepare or review claims activity reports	34.62	1.04	.36	42.06	
A0028	Make lodging or transportation arrangements	42.31	.85	.36	42.43	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	35.90	1.01	.36	42.79	
A0011	Coordinate adverse actions with base agencies	38.46	.94	.36	43.15	85
F0344	Prepare carrier recovery claims for setoffs	32.05	1.12	.36	43.51	
L0511	Conduct supervisory performance feedback sessions	35.90	1.00	.36	43.86	
F0311	Analyze claims management data listings or reports	33.33	1.06	.35	44.22	
A0026	Maintain office computer systems	30.77	1.14	.35	44.57	
K0492	Develop written tests	14.10	2.48	.35	44.92	90
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	28.21	1.23	.35	45.27	
C0235	Review charge sheets for accuracy and completeness	39.74	.87	.35	45.61	
C0244	Review security forces blotters for potential disciplinary actions	39.74	.87	.35	45.96	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	39.74	.86	.34	46.30	
F0365	Prepare or review settlement agreements	26.92	1.26	.34	46.64	95
L0555	Write or indorse military performance reports	33.33	1.00	.33	46.97	
F0313	Approve claims	28.21	1.18	.33	47.30	
L0521	Develop or establish work methods or procedures	30.77	1.08	.33	47.64	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	30.77	1.07	.33	47.97	
F0315	Assemble investigative files on potential claims	32.05	1.02	.33	48.30	100
C0121	Complete court-martial processing checklist procedures	30.77	1.06	.33	48.62	
C0178	Prepare or review Article 15, UCMJ, suspension actions	37.18	.87	.33	48.95	
F0398	Review payments from claimants' insurers	33.33	.97	.32	49.27	
L0556	Write recommendations for awards or decorations	34.62	.93	.32	49.59	
L0522	Develop or establish work schedules	28.21	1.13	.32	49.91	105
F0402	Transfer claims using AFCIMS	34.62	.91	.31	50.22	
C0229	Request reports on individual personnel (RIPs)	34.62	.90	.31	50.54	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1272	30.77	1.01	.31	50.85	

(MPO Document Control Log - Transmittal)

C0218

Process and distribute completed Article 15, UCMJ,
actions, other than appeal actions

32.05

.97

.31

51.16

Number of Members: 78

GP0043

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0179	Prepare or review Article 15, UCMJ, vacation actions	38.46	.80	.31	51.47	110
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	29.49	1.04	.31	51.78	
L0509	Conduct self-inspections or self-assessments	33.33	.91	.30	52.08	
F0381	Process personnel clothing claims	33.33	.90	.30	52.38	
L0514	Counsel subordinates concerning personal matters	35.90	.83	.30	52.68	
A0001	Administer client questionnaires	42.31	.70	.30	52.98	115
C0233	Review AMJAMS strength reports	37.18	.80	.30	53.27	
F0345	Prepare claimant instruction packets	30.77	.96	.30	53.57	
L0527	Establish performance standards for subordinates	28.21	1.03	.29	53.86	
A0021	Inventory equipment or supplies	38.46	.75	.29	54.15	
L0538	Interpret policies, directives, or procedures for subordinates	30.77	.94	.29	54.44	120
C0184	Prepare or review court-martial convening orders	34.62	.83	.29	54.73	
C0240	Review evidence to determine appropriateness for military justice actions	28.21	1.02	.29	55.01	
B0059	Conduct will executions	37.18	.77	.29	55.30	
C0185	Prepare or review court-martial promulgating orders	34.62	.82	.29	55.58	
A0019	Hand-carry priority communications or documents to internal action offices	38.46	.74	.29	55.87	125
F0312	Annotate claims funds logs	26.92	1.05	.28	56.15	
C0118	Brief organizations on Article 15, UCMJ, procedures	34.62	.81	.28	56.43	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	24.36	1.15	.28	56.71	
C0243	Review RIPs for courts-martial	33.33	.84	.28	56.99	
A0012	Develop local office programs for computers, such as spreadsheets	33.33	.82	.27	57.26	130
L0531	Evaluate personnel for compliance with performance standards	26.92	1.01	.27	57.54	
A0032	Prepare conference areas for briefings or meetings	46.15	.59	.27	57.81	
F0331	Maintain claims funds logs	25.64	1.04	.27	58.08	
C0251	Suspense or follow up on military justice actions	30.77	.87	.27	58.35	
F0361	Prepare and process unearned transportation charges	25.64	1.04	.27	58.61	135
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	30.77	.86	.27	58.88	
C0172	Prepare or review Article 15, UCMJ, base activity reports	32.05	.83	.26	59.14	
L0513	Conduct supervisory orientations for newly assigned personnel	32.05	.83	.26	59.41	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	26.92	.97	.26	59.67	
C0170	Prepare or review Article 15, UCMJ, appeal actions	35.90	.73	.26	59.93	140
C0253	Verify availability of court-martial or board members	30.77	.85	.26	60.19	
C0228	Request records of prior disciplinary actions	32.05	.80	.26	60.45	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	30.77	.83	.26	60.70	
C0207	Process computer-generated AMJAMS reports for	26.92	.85	.26	60.96	

distribution

Number of Members: 78

GP0043

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	28.21	.90	.25	61.21	145
C0176	Prepare or review Article 15, UCMJ, remission actions	35.90	.71	.25	61.47	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	26.92	.94	.25	61.72	
L0534	Implement safety or security programs	19.23	1.32	.25	61.98	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	30.77	.82	.25	62.23	
F0334	Negotiate claims settlements	21.79	1.15	.25	62.48	150
C0138	Draft charges and specifications for court-martial actions	30.77	.81	.25	62.73	
C0163	Prepare trial folders	32.05	.78	.25	62.98	
C0148	Notify participants of courts-martial or boards	29.49	.85	.25	63.23	
C0238	Review court-martial or board member information	29.49	.85	.25	63.48	
A0036	Process administrative orders	35.90	.69	.25	63.73	155
B0051	Assist in preparation of legal assistance cards	32.05	.77	.25	63.97	
L0547	Review written tests	10.26	2.38	.24	64.22	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	30.77	.79	.24	64.46	
L0508	Conduct safety and security briefings	16.67	1.46	.24	64.70	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	26.92	.90	.24	64.95	160
L0549	Safeguard written tests	8.97	2.70	.24	65.19	
F0364	Prepare or review requests for claims funds	25.64	.94	.24	65.43	
C0147	Monitor and report on special interest cases	34.62	.69	.24	65.67	
F0327	Edit claims management products	21.79	1.10	.24	65.91	
C0190	Prepare or review delay requests	32.05	.74	.24	66.15	165
C0151	Prepare administrative hold or release letters	32.05	.74	.24	66.38	
F0397	Review direct procurement method (DPM) contracts	24.36	.96	.23	66.62	
C0198	Prepare or review proposed court-martial member lists	29.49	.79	.23	66.85	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	26.92	.87	.23	67.08	
C0183	Prepare or review court-martial base activities reports	26.92	.86	.23	67.32	170
C0177	Prepare or review Article 15, UCMJ, set aside actions	34.62	.66	.23	67.54	
C0155	Prepare courtrooms for proceedings	33.33	.68	.23	67.77	
B0052	Assist in preparation of Legal Information Online System (LIONS)	33.33	.68	.23	68.00	
C0130	Coordinate witness fundings with appropriate agencies	29.49	.77	.23	68.22	
F0326	Develop claims checklists	23.08	.97	.22	68.45	175
C0171	Prepare or review Article 15, UCMJ, appellate actions	32.05	.70	.22	68.67	
D0290	Schedule client appointments	17.95	1.25	.22	68.89	
C0231	Research charges and specifications for court-martial actions	28.21	.79	.22	69.12	
F0468	Initiate requests for temporary duty (TDY) orders	24.36	.91	.22	69.34	

L0550	Schedule personnel TDY assignments, leaves, or passes	24.36	.91	.22	69.56	180
C0135	Distribute court-martial orders	28.21	.78	.22	69.78	
C0205	Process Article 15, UCMJ, appeal actions	28.21	.78	.22	70.00	

Number of Members: 78

GP0043

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	29.49	.75	.22	70.22	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	29.49	.74	.22	70.44	
F0374	Process federal tort claims	20.51	1.06	.22	70.66	185
C0136	Distribute court-martial records of trials to reviewing authorities	28.21	.77	.22	70.87	
C0227	Request military witnesses for courts-martial	29.49	.73	.22	71.09	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	33.33	.65	.22	71.30	
F0323	Coordinate claims with other investigative agencies	28.21	.75	.21	71.52	
C0223	Procure and brief individuals for bailiff duties	30.77	.68	.21	71.73	190
C0212	Process post-trial materials submitted by accused	25.64	.81	.21	71.93	
L0541	Manage IMPAC card programs	20.51	1.02	.21	72.14	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	34.62	.60	.21	72.35	
A0033	Prepare letters of appointment	34.62	.60	.21	72.56	
K0495	Evaluate training methods or techniques of instructors	10.26	2.01	.21	72.76	195
C0193	Prepare or review flimsies	25.64	.80	.21	72.97	
C0173	Prepare or review Article 15, UCMJ, decision letters	32.05	.64	.21	73.18	
C0225	Request civilian witnesses for courts-martial	28.21	.72	.20	73.38	
C0230	Request witness fundings	29.49	.69	.20	73.58	
A0018	Follow up on submitted travel vouchers	33.33	.61	.20	73.79	200
C0192	Prepare or review discovery requests	28.21	.72	.20	73.99	
F0328	Follow up on other investigative agencies' investigations	23.08	.87	.20	74.19	
C0182	Prepare or review court-martial actions of convening authorities	28.21	.71	.20	74.39	
C0195	Prepare or review invitational travel orders	30.77	.65	.20	74.59	
L0551	Write inspection reports	17.95	1.11	.20	74.79	205
F0391	Procure statements in support of claims	16.67	1.18	.20	74.99	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	25.64	.76	.20	75.18	
A0035	Prepare witness travel orders	25.64	.76	.19	75.38	
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	28.21	.69	.19	75.57	
A0015	Dispose of unclassified files	30.77	.63	.19	75.77	210
C0196	Prepare or review letters concerning submission of matters to convening authority	25.64	.74	.19	75.96	
C0248	Serve records of trial on accused	23.08	.82	.19	76.14	
A0023	Inventory network resource allocation management system (NetRAMS)	30.77	.60	.19	76.33	
C0201	Prepare or review serious incident reports (SIRs)	29.49	.63	.19	76.52	
C0208	Process court-martial promulgating orders	25.64	.72	.18	76.70	215
C0132	Develop Article 15, UCMJ, processing checklists	28.21	.66	.18	76.88	
F0401	Suspense payment vouchers	19.23	.96	.18	77.07	
F0301	Markushbits	10.22	.05	.10	77.25	

F0370	Process carrier recovery insurance claims	21.79	.84	.18	77.44	
C0213	Process pretrial agreements	24.36	.75	.18	77.62	220

Number of Members: 78

GP0043

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0168	Prepare or review amendments to court-martial convening orders	26.92	.68	.18	77.80	
C0234	Review appointment or assumption of command orders with appropriate agencies	24.36	.74	.18	77.99	
F0392	Reconcile claims funds logs	20.51	.88	.18	78.17	
F0317	Assert government (G) claims	20.51	.87	.18	78.34	
A0010	Conduct witness interviews	26.92	.66	.18	78.52	225
C0164	Prepare witness payment vouchers	24.36	.73	.18	78.70	
J0478	Identify and report equipment or supply problems	21.79	.80	.17	78.87	
L0505	Assign personnel to work areas or duty positions	17.95	.97	.17	79.05	
C0166	Prepare or process releases for court-martial or board members	24.36	.70	.17	79.22	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	19.23	.88	.17	79.39	230
B0066	Prepare miscellaneous legal reviews	21.79	.76	.17	79.55	
C0246	Review unfavorable information files (UIFs)	21.79	.75	.16	79.72	
K0501	Prepare job qualification standards (JQSs)	15.38	1.06	.16	79.88	

Number of Members: 62

GP0045

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	29.86	29.87
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	17.56	47.43
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	17.47	64.90
B	PERFORMING CIVIL LAW ACTIVITIES	62	14.49	79.39
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	7.55	86.95
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	4.07	91.02
K	PERFORMING TRAINING ACTIVITIES	21	2.55	93.57
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.84	95.41
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	1.73	97.14
E	PERFORMING COURT REPORTING ACTIVITIES	18	1.42	98.56
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.93	99.49
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.51	100.00

Number of Members: 62

GP0045

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	87.10	1.53	1.33	1.33	
A0007	Compose or type administrative correspondence	85.48	1.55	1.32	2.65	
A0044	Retrieve data using computers	77.42	1.65	1.27	3.93	
B0065	Notarize documents	88.71	1.16	1.03	4.95	
B0064	Maintain notary logs	85.48	1.13	.97	5.92	5
B0111	Witness signing of legal documents	75.81	1.22	.93	6.85	
B0110	Witness execution of wills	72.58	1.27	.92	7.77	
A0045	Review suspense dates	69.35	1.31	.91	8.68	
B0086	Prepare or review powers of attorney	75.81	1.14	.86	9.54	
A0038	Process incoming or outgoing electronic mail	62.90	1.31	.83	10.37	10
A0006	Compile statistical data	61.29	1.31	.80	11.17	
B0053	Brief clients on powers of attorney	67.74	1.07	.72	11.89	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	61.29	1.12	.68	12.58	
K0487	Conduct on-the-job training (OJT)	53.23	1.23	.66	13.23	
I0471	Maintain administrative files	46.77	1.38	.65	13.88	15
A0024	Log or suspense incoming correspondence	48.39	1.21	.59	14.47	
C0175	Prepare or review Article 15, UCMJ, punishments	33.87	1.73	.59	15.05	
A0030	Prepare briefings, other than professional military education (PME) briefings	64.52	.90	.58	15.63	
A0011	Coordinate adverse actions with base agencies	41.94	1.36	.57	16.21	
C0176	Prepare or review Article 15, UCMJ, remission actions	35.48	1.57	.56	16.76	20
B0109	Verify eligibility of clients for legal assistance	53.23	1.05	.56	17.32	
B0066	Prepare miscellaneous legal reviews	41.94	1.31	.55	17.87	
C0177	Prepare or review Article 15, UCMJ, set aside actions	33.87	1.61	.55	18.42	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	33.87	1.57	.53	18.95	
A0041	Refer clients to other supportive agencies	61.29	.87	.53	19.48	25
A0049	Sort and distribute incoming mail	59.68	.88	.52	20.01	
B0059	Conduct will executions	56.45	.93	.52	20.53	
C0140	Input AMJAMS data	40.32	1.28	.52	21.05	
C0178	Prepare or review Article 15, UCMJ, mitigation actions	35.48	1.45	.52	21.56	

C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	41.94	1.22	.51	22.08	30
C0170	Prepare or review Article 15, UCMJ, appeal actions	35.48	1.44	.51	22.59	

Number of Members: 62

GP0045

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0310	Adjudicate claims	25.81	1.89	.49	23.08	
F0314	Assemble claims files	25.81	1.89	.49	23.56	
A0047	Schedule office appointments	56.45	.86	.49	24.05	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	45.16	1.06	.48	24.53	35
B0058	Conduct will briefings	35.48	1.34	.48	25.01	
C0178	Prepare or review Article 15, UCMJ, suspension actions	33.87	1.37	.47	25.47	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	33.87	1.37	.46	25.93	
C0172	Prepare or review Article 15, UCMJ, base activity reports	32.26	1.42	.46	26.39	
F0316	Assert carrier recovery claims	24.19	1.86	.45	26.84	40
C0171	Prepare or review Article 15, UCMJ, appellate actions	33.87	1.32	.45	27.29	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	25.81	1.73	.45	27.74	
C0120	Complete Article 15, UCMJ, processing checklist procedures	30.65	1.43	.44	28.18	
F0319	Brief claimants on claims filing procedures	24.19	1.75	.42	28.60	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	32.26	1.29	.41	29.01	45
B0052	Assist in preparation of Legal Information Online System (LIONS)	40.32	1.02	.41	29.43	
C0139	Edit AMJAMS products	37.10	1.08	.40	29.83	
A0019	Hand-carry priority communications or documents to internal action offices	45.16	.88	.40	30.22	
L0516	Determine or establish work assignments or priorities	35.48	1.11	.40	30.62	
A0028	Make lodging or transportation arrangements	46.77	.82	.38	31.00	50
A0026	Maintain office computer systems	30.65	1.22	.37	31.37	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	33.87	1.09	.37	31.74	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	32.26	1.14	.37	32.11	
F0395	Review completed claims files prior to payment	24.19	1.51	.37	32.47	
B0063	Maintain legal assistance records	35.48	1.00	.35	32.83	55
A0033	Prepare letters of appointment	45.16	.78	.35	33.18	
C0119	Compile Article 15, UCMJ, supportive evidence	29.03	1.21	.35	33.53	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	27.42	1.28	.35	33.88	
C0244	Review security forces blotters for potential disciplinary actions	35.48	.98	.35	34.23	
F0360	Prepare vouchers for payment of claims	24.19	1.41	.34	34.57	60
A0012	Develop local office programs for computers, such as spreadsheets	38.71	.88	.34	34.91	
C0205	Process Article 15, UCMJ, appeal actions	29.03	1.16	.34	35.25	
F0383	Process rebuttals from carriers	24.19	1.38	.33	35.58	
F0380	Process personnel claims, other than for clothing	20.97	1.58	.33	35.91	
A0001	Administer client questionnaires	43.55	.76	.33	36.24	65
F0360	Process carrier recovery claims for settlements	22.58	1.46	.32	36.57	

A0040	Procure supplies with International Merchants Purchase	27.42	1.19	.33	36.90
	Authorization Card (IMPAC)				
F0348	Prepare claims labels	25.81	1.26	.33	37.23

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Number of Members: 62

GP0045

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0372	Process claims payment vouchers	24.19	1.32	.32	37.55	
F0337	Perform follow-up actions on carrier recovery claims	22.58	1.41	.32	37.86	70
C0118	Brief organizations on Article 15, UCMJ, procedures	32.26	.98	.31	38.18	
A0008	Conduct client interviews, other than for preparation of simple wills	38.71	.81	.31	38.49	
F0363	Prepare or review demand on carrier or contractor	20.97	1.48	.31	38.80	
F0324	Determine chapter for claims	25.81	1.21	.31	39.11	
A0032	Prepare conference areas for briefings or meetings	46.77	.66	.31	39.43	75
B0080	Prepare or review legal reviews of fundraising activities	22.58	1.37	.31	39.74	
C0233	Review AMJAMS strength reports	30.65	1.01	.31	40.04	
F0384	Process reconsiderations from claimants	22.58	1.36	.31	40.35	
F0403	Verify identity of claimants	24.19	1.27	.31	40.66	
B0075	Prepare or review general investigative reports	30.65	1.00	.31	40.96	80
B0081	Prepare or review legal reviews of private organizations	22.58	1.34	.30	41.27	
C0121	Complete court-martial processing checklist procedures	30.65	.98	.30	41.57	
F0346	Prepare claims for transmittal	22.58	1.31	.30	41.86	
C0173	Prepare or review Article 15, UCMJ, decision letters	30.65	.97	.30	42.16	
F0341	Perform follow-up actions on personnel claims	24.19	1.22	.29	42.45	85
F0325	Determine claims jurisdiction	27.42	1.07	.29	42.75	
F0320	Close out claims	22.58	1.30	.29	43.04	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	38.71	.75	.29	43.33	
C0235	Review charge sheets for accuracy and completeness	33.87	.86	.29	43.62	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	22.58	1.28	.29	43.91	90
L0556	Write recommendations for awards or decorations	30.65	.94	.29	44.20	
F0402	Transfer claims using AFCIMS	22.58	1.27	.29	44.48	
C0180	Prepare or review certificates of correction	19.35	1.47	.28	44.77	
F0347	Prepare claims inspection memorandums	24.19	1.18	.28	45.05	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	22.58	1.26	.28	45.34	95
C0130	Coordinate witness fundings with appropriate agencies	33.87	.83	.28	45.62	
F0312	Annotate claims funds logs	22.58	1.24	.28	45.90	
K0489	Determine training requirements	32.26	.86	.28	46.17	
L0509	Conduct self-inspections or self-assessments	32.26	.86	.28	46.45	
B0051	Assist in preparation of legal assistance cards	32.26	.85	.27	46.72	100
F0344	Prepare carrier recovery claims for setoffs	20.97	1.30	.27	47.00	
L0537	Inspect personnel for compliance with military standards	29.03	.93	.27	47.27	
C0149	Perform military justice legal research	30.65	.88	.27	47.54	
C0155	Prepare courtrooms for proceedings	35.48	.76	.27	47.81	
C0137	Draft charges and specifications for actions, other than court-martial actions	29.03	.93	.27	48.08	105
F0514	Counsel subordinates concerning personal matters	22.58	.78	.27	48.34	

C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	25.81	1.03	.27	48.61
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Number of Members: 62

GP0045

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0207	Process computer-generated AMJAMS reports for distribution	27.42	.97	.27	48.88	
H0443	Maintain mobility equipment or supplies	25.81	1.03	.27	49.14	
L0538	Interpret policies, directives, or procedures for subordinates	27.42	.97	.27	49.41	110
F0321	Conduct claims inspections	24.19	1.08	.26	49.67	
C0246	Review unfavorable information files (UIFs)	29.03	.89	.26	49.93	
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	27.42	.94	.26	50.19	
L0527	Establish performance standards for subordinates	24.19	1.06	.26	50.45	
L0531	Evaluate personnel for compliance with performance standards	24.19	1.06	.26	50.70	115
B0071	Prepare documentation for off-duty employment applications	27.42	.94	.26	50.96	
F0311	Analyze claims management data listings or reports	22.58	1.13	.26	51.22	
C0229	Request reports on individual personnel (RIPs)	32.26	.79	.25	51.47	
C0151	Prepare administrative hold or release letters	30.65	.83	.25	51.72	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	25.81	.98	.25	51.98	120
C0251	Suspense or follow up on military justice actions	30.65	.81	.25	52.23	
F0399	Review security forces blotters for potential claims	20.97	1.19	.25	52.47	
A0018	Follow up on submitted travel vouchers	29.03	.85	.25	52.72	
L0541	Manage IMPAC card programs	16.13	1.52	.24	52.97	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	22.58	1.08	.24	53.21	125
L0511	Conduct supervisory performance feedback sessions	27.42	.89	.24	53.45	
B0078	Prepare or review legal reviews of reports of survey	16.13	1.49	.24	53.70	
C0136	Distribute court-martial records of trials to reviewing authorities	33.87	.71	.24	53.94	
A0015	Dispose of unclassified files	33.87	.71	.24	54.17	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	22.58	1.06	.24	54.41	130
L0522	Develop or establish work schedules	19.35	1.23	.24	54.65	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	24.19	.98	.24	54.89	
C0131	Copy records of trial	33.87	.70	.24	55.13	
C0138	Draft charges and specifications for court-martial actions	27.42	.86	.24	55.36	
F0361	Prepare and process unearned transportation charges	19.35	1.22	.24	55.60	135
K0499	Maintain training records or files	27.42	.86	.23	55.84	
A0036	Process administrative orders	32.26	.73	.23	56.07	
K0488	Counsel trainees on training progress	29.03	.81	.23	56.31	
C0148	Notify participants of courts-martial or boards	30.65	.76	.23	56.54	
B0054	Compile administrative involuntary discharge files	19.35	1.20	.23	56.77	140
A0010	Conduct witness interviews	37.10	.63	.23	57.00	
F0335	Perform claims legal research	20.97	1.10	.23	57.23	
B0078	Prepare or review legal reviews of actions, such as	16.13	1.49	.24	53.70	

	administrative discharges or demotions					
F0315	Assemble investigative files on potential claims	19.35	1.19	.23	57.69	
C0184	Prepare or review court-martial convening orders	33.87	.68	.23	57.92	145

Number of Members: 62

GP0045

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	19.35	1.19	.23	58.15	
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	17.74	1.29	.23	58.38	
A0021	Inventory equipment or supplies	29.03	.79	.23	58.61	
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	24.19	.94	.23	58.84	
C0185	Prepare or review court-martial promulgating orders	33.87	.67	.23	59.07	150
F0392	Reconcile claims funds logs	20.97	1.08	.23	59.29	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	20.97	1.08	.23	59.52	
J0478	Identify and report equipment or supply problems	29.03	.77	.22	59.74	
L0555	Write or indorse military performance reports	24.19	.93	.22	59.97	
C0132	Develop Article 15, UCMJ, processing checklists	25.81	.87	.22	60.19	155
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	20.97	1.05	.22	60.41	
C0201	Prepare or review serious incident reports (SIRs)	32.26	.68	.22	60.63	
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	27.42	.80	.22	60.85	
B0105	Review legal reviews of off-duty employment	17.74	1.23	.22	61.07	
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	14.52	1.50	.22	61.29	160
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	32.26	.68	.22	61.50	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	25.81	.84	.22	61.72	
F0331	Maintain claims funds logs	17.74	1.23	.22	61.94	
F0322	Conduct claims investigations	22.58	.96	.22	62.16	
L0521	Develop or establish work methods or procedures	22.58	.95	.21	62.37	165
C0196	Prepare or review letters concerning submission of matters to convening authority	30.65	.70	.21	62.59	
B0073	Prepare or review barment documents	22.58	.95	.21	62.80	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	29.03	.74	.21	63.01	
F0391	Procure statements in support of claims	16.13	1.32	.21	63.23	
B0076	Prepare or review legal assistance reports	20.97	1.01	.21	63.44	170
A0042	Request building or grounds maintenance	25.81	.82	.21	63.65	
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	17.74	1.19	.21	63.86	
C0243	Review RIPs for courts-martial	30.65	.69	.21	64.07	
B0074	Prepare or review dependent misconduct actions	19.35	1.09	.21	64.28	
C0232	Review allied papers for insertion in records of trial	27.42	.76	.21	64.49	175
F0357	Prepare seven-point memorandums	20.97	.99	.21	64.70	
C0166	Prepare or process releases for court-martial or board	29.03	.72	.21	64.91	

	members				
C0241	Review general or special court-martial orders for	29.03	.71	.21	65.11
	administrative accuracy and legal sufficiency				

Number of Members: 62

GP0045

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0238	Review court-martial or board member information	27.42	.75	.21	65.32	
F0313	Approve claims	19.35	1.07	.21	65.53	180
C0227	Request military witnesses for courts-martial	27.42	.75	.20	65.73	
C0182	Prepare or review court-martial actions of convening authorities	30.65	.66	.20	65.94	
C0208	Process court-martial promulgating orders	27.42	.74	.20	66.14	
C0147	Monitor and report on special interest cases	27.42	.74	.20	66.34	
L0513	Conduct supervisory orientations for newly assigned personnel	25.81	.79	.20	66.55	185
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	29.03	.70	.20	66.75	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	19.35	1.04	.20	66.95	
F0365	Prepare or review settlement agreements	17.74	1.13	.20	67.15	
A0035	Prepare witness travel orders	30.65	.65	.20	67.35	
L0524	Draft or review budget requirements	12.90	1.55	.20	67.55	190
C0135	Distribute court-martial orders	29.03	.68	.20	67.75	
C0231	Research charges and specifications for court-martial actions	25.81	.76	.20	67.94	
C0230	Request witness fundings	27.42	.72	.20	68.14	
K0497	Evaluate progress of trainees	22.58	.87	.20	68.34	
C0163	Prepare trial folders	29.03	.67	.20	68.53	195
L0505	Assign personnel to work areas or duty positions	20.97	.93	.19	68.73	
C0234	Review appointment or assumption of command orders with appropriate agencies	27.42	.71	.19	68.92	
H0431	Conduct LOAC briefings	20.97	.92	.19	69.12	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	27.42	.70	.19	69.31	
H0452	Prepare LOAC reports	19.35	.99	.19	69.50	200
C0248	Serve records of trial on accused	30.65	.62	.19	69.69	
C0192	Prepare or review discovery requests	25.81	.74	.19	69.88	
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	14.52	1.30	.19	70.07	
F0381	Process personnel clothing claims	19.35	.97	.19	70.26	
C0122	Conduct Article 137, UCMJ, briefings	24.19	.77	.19	70.45	205
C0198	Prepare or review proposed court-martial member lists	25.81	.72	.19	70.63	
H0441	Evaluate compliance with LOAC	16.13	1.15	.19	70.82	
F0401	Suspense payment vouchers	17.74	1.04	.18	71.00	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	16.13	1.13	.18	71.18	
C0127	Coordinate preferral of charges on pretrial confinees with commanders	24.19	.75	.18	71.36	210
C0195	Prepare or review invitational travel orders	25.81	.70	.18	71.55	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	25.81	.70	.18	71.73	
C0133	Develop court-martial processing checklists	25.81	.70	.18	71.91	

C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	27.42	.66	.18	72.09	
C0228	Request records of prior disciplinary actions	24.19	.74	.18	72.26	215

Number of Members: 62

GP0045

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0220	Procure court-martial or board members	24.19	.74	.18	72.44	
C0193	Prepare or review flimsies	27.42	.64	.18	72.62	
B0083	Prepare or review letters requesting financial disclosure statements	16.13	1.08	.17	72.79	
B0090	Prepare or review preventive law newspaper articles	22.58	.77	.17	72.97	
E0297	Assemble records of trials	24.19	.72	.17	73.14	220
B0056	Conduct preventive law briefings	16.13	1.07	.17	73.32	
H0426	Assign personnel to mobility or contingency positions	14.52	1.19	.17	73.49	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	27.42	.62	.17	73.66	
E0309	Transcribe verbatim records of trials	9.68	1.76	.17	73.83	
E0307	Transcribe proceedings	9.68	1.76	.17	74.00	225
B0089	Prepare or review preventive law newsletters	17.74	.96	.17	74.17	
C0225	Request civilian witnesses for courts-martial	20.97	.81	.17	74.34	
E0306	Set up court reporting equipment	12.90	1.31	.17	74.51	
H0449	Prepare equipment for deployments	19.35	.88	.17	74.68	
F0327	Edit claims management products	16.13	1.04	.17	74.85	230
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	17.74	.95	.17	75.02	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	24.19	.69	.17	75.18	
C0223	Procure and brief individuals for bailiff duties	25.81	.65	.17	75.35	
F0333	Maintain potential claims files	17.74	.93	.17	75.52	
C0150	Perform trial team member activities	24.19	.68	.16	75.68	235
L0550	Schedule personnel TDY assignments, leaves, or passes	12.90	1.27	.16	75.85	
F0323	Coordinate claims with other investigative agencies	19.35	.85	.16	76.01	
C0240	Review evidence to determine appropriateness for military justice actions	22.58	.73	.16	76.17	
C0123	Conduct First Term Airman Course (FTAC) briefings	17.74	.92	.16	76.34	
F0340	Perform follow-up actions on incomplete mail-in claims	17.74	.92	.16	76.50	240
C0126	Coordinate individual case dockets with defense council circuit	19.35	.84	.16	76.66	
C0146	Monitor victim and witness assistance program (VWAP)	20.97	.77	.16	76.82	
F0398	Review payments from claimants' insurers	14.52	1.11	.16	76.99	
I0469	Initiate requests for temporary duty (TDY) orders	14.52	1.11	.16	77.15	
F0364	Prepare or review requests for claims funds	16.13	.98	.16	77.31	245
F0334	Negotiate claims settlements	16.13	.98	.16	77.46	
F0345	Prepare claimant instruction packets	17.74	.89	.16	77.62	
C0253	Verify availability of court-martial or board members	22.58	.70	.16	77.78	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	17.74	.88	.16	77.94	
B0085	Prepare or review magistrate court documents	9.68	1.62	.16	78.09	250
K0493	Develop or procure training materials or aids	19.35	.80	.16	78.25	
C0157	Prepare findings worksheets	25.81	.60	.15	78.40	
E0308	Transcribe summarized records of trials	8.06	1.92	.15	78.56	
A0017	Establish reading files	19.35	.80	.15	78.71	
H0452	Prepare mobility equipment or supplies for transport	14.52	1.06	.15	78.87	255

C0162	Prepare sentencing worksheets	24.19	.64	.15	79.02
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	16.13	.95	.15	79.17

Number of Members: 62

GP0045

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0046	Schedule conferences	22.58	.67	.15	79.32	
C0164	Prepare witness payment vouchers	22.58	.67	.15	79.48	
C0144	Monitor status of DUI violations	25.81	.58	.15	79.63	260
C0219	Procure convening authority approval of expert witnesses	24.19	.62	.15	79.78	
C0190	Prepare or review delay requests	25.81	.57	.15	79.92	

Number of Members: 7

GP0047

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	22.69	22.70
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	18.79	41.49
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	17.46	58.96
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	13.99	72.95
B	PERFORMING CIVIL LAW ACTIVITIES	62	12.62	85.58
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	5.90	91.48
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	3.48	94.96
K	PERFORMING TRAINING ACTIVITIES	21	2.46	97.42
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.10	98.52
E	PERFORMING COURT REPORTING ACTIVITIES	18	.74	99.26
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.60	99.86
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.14	100.00

Number of Members: 7

GP0047

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	85.71	2.02	1.73	1.73	
A0044	Retrieve data using computers	57.14	2.51	1.44	3.16	
B0086	Prepare or review powers of attorney	71.43	1.84	1.32	4.48	
A0007	Compose or type administrative correspondence	57.14	2.05	1.17	5.65	
L0514	Counsel subordinates concerning personal matters	57.14	1.94	1.11	6.76	5
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	28.57	3.41	.97	7.73	
F0348	Prepare claims labels	28.57	3.41	.97	8.71	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	28.57	3.41	.97	9.68	
A0011	Coordinate adverse actions with base agencies	42.86	2.20	.94	10.62	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	71.43	1.23	.88	11.50	10
K0487	Conduct on-the-job training (OJT)	42.86	2.01	.86	12.36	
A0041	Refer clients to other supportive agencies	71.43	1.20	.86	13.22	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	28.57	2.97	.85	14.07	
B0066	Prepare miscellaneous legal reviews	42.86	1.97	.84	14.91	
B0059	Conduct will executions	71.43	1.16	.83	15.74	15
A0006	Compile statistical data	71.43	1.13	.81	16.54	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	42.86	1.86	.80	17.34	
F0314	Assemble claims files	28.57	2.77	.79	18.13	
F0310	Adjudicate claims	28.57	2.77	.79	18.92	
L0555	Write or indorse military performance reports	42.86	1.78	.76	19.69	20
B0054	Compile administrative involuntary discharge files	14.29	5.30	.76	20.45	
B0111	Witness signing of legal documents	71.43	1.05	.75	21.20	
I0471	Maintain administrative files	42.86	1.75	.75	21.95	
B0110	Witness execution of wills	71.43	1.02	.73	22.68	
F0320	Close out claims	28.57	2.45	.70	23.38	25
F0316	Assert carrier recovery claims	28.57	2.45	.70	24.08	
B0065	Notarize documents	71.43	.88	.70	24.78	

A0038	Process incoming or outgoing electronic mail	57.14	1.19	.68	25.46	
L0556	Write recommendations for awards or decorations	42.86	1.58	.68	26.14	
B0064	Maintain notary logs	85.71	.79	.68	26.82	30

Number of Members: 7

GP0047

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0109	Verify eligibility of clients for legal assistance	71.43	.94	.67	27.48	
F0321	Conduct claims inspections	28.57	2.33	.67	28.15	
A0026	Maintain office computer systems	28.57	2.33	.66	28.81	
A0049	Sort and distribute incoming mail	57.14	1.11	.64	29.45	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	28.57	2.14	.61	30.06	35
F0345	Prepare claimant instruction packets	28.57	2.13	.61	30.67	
F0344	Prepare carrier recovery claims for setoffs	28.57	2.13	.61	31.28	
F0324	Determine chapter for claims	28.57	2.13	.61	31.89	
F0326	Develop claims checklists	28.57	2.13	.61	32.50	
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	28.57	2.09	.60	33.09	40
B0052	Assist in preparation of Legal Information Online System (LIONS)	57.14	1.04	.60	33.69	
F0346	Prepare claims for transmittal	28.57	2.01	.57	34.26	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	28.57	1.99	.57	34.83	
L0511	Conduct supervisory performance feedback sessions	42.86	1.28	.55	35.38	
L0554	Write or indorse civilian performance appraisals	14.29	3.82	.55	35.92	45
L0521	Develop or establish work methods or procedures	42.86	1.25	.54	36.46	
L0516	Determine or establish work assignments or priorities	42.86	1.25	.54	36.99	
L0522	Develop or establish work schedules	42.86	1.25	.54	37.53	
L0524	Draft or review budget requirements	28.57	1.87	.53	38.06	
L0538	Interpret policies, directives, or procedures for subordinates	28.57	1.87	.53	38.60	50
H0446	Participate in wing operations or exercise planning meetings	28.57	1.86	.53	39.13	
B0058	Conduct will briefings	57.14	.92	.53	39.66	
B0053	Brief clients on powers of attorney	57.14	.91	.52	40.18	
F0331	Maintain claims funds logs	28.57	1.81	.52	40.70	
F0327	Edit claims management products	28.57	1.81	.52	41.22	55
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	28.57	1.81	.52	41.73	
K0488	Counsel trainees on training progress	42.86	1.20	.51	42.25	
F0325	Determine claims jurisdiction	28.57	1.77	.51	42.75	
L0527	Establish performance standards for subordinates	42.86	1.17	.50	43.26	
A0045	Review suspense dates	57.14	.87	.50	43.75	60
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	42.86	1.13	.48	44.24	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	42.86	1.13	.48	44.72	
H0429	Complete operations plan (OPLAN) sourcing requirements	28.57	1.67	.48	45.20	
H0459	Request or distribute mobility requirements documents	28.57	1.67	.48	45.67	
H0438	Determine specific source of personnel requirements for deployment manning documents	28.57	1.67	.48	46.15	65
H0434	Coordinate exercise sourcing requirements with	28.57	1.67	.48	46.63	

	functional managers				
A0047	Schedule office appointments	57.14	.83	.48	47.10
C0139	Edit AMJAMS products	42.86	1.11	.47	47.58

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Number of Members: 7

GP0047

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0136	Distribute court-martial records of trials to reviewing authorities	42.86	1.11	.47	48.05	
C0140	Input AMJAMS data	42.86	1.11	.47	48.52	70
C0132	Develop Article 15, UCMJ, processing checklists	14.29	3.18	.45	48.98	
D0261	Prepare or review Article 15 responses	28.57	1.59	.45	49.43	
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	28.57	1.55	.44	49.88	
A0024	Log or suspense incoming correspondence	42.86	1.00	.43	50.31	
F0315	Assemble investigative files on potential claims	28.57	1.50	.43	50.73	75
B0051	Assist in preparation of legal assistance cards	57.14	.74	.42	51.16	
C0251	Suspense or follow up on military justice actions	42.86	.98	.42	51.58	
A0032	Prepare conference areas for briefings or meetings	57.14	.73	.42	51.99	
A0042	Request building or grounds maintenance	42.86	.95	.41	52.40	
C0185	Prepare or review court-martial promulgating orders	42.86	.94	.40	52.80	80
C0135	Distribute court-martial orders	42.86	.94	.40	53.21	
C0184	Prepare or review court-martial convening orders	42.86	.94	.40	53.61	
C0182	Prepare or review court-martial actions of convening authorities	42.86	.94	.40	54.02	
C0117	Authenticate court-martial orders	42.86	.94	.40	54.42	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	42.86	.93	.40	54.82	85
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	28.57	1.37	.39	55.21	
L0504	Annotate time and attendance sheets for civilian employees	28.57	1.37	.39	55.61	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	42.86	.91	.39	56.00	
C0253	Verify availability of court-martial or board members	28.57	1.37	.39	56.39	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	42.86	.91	.39	56.78	90
C0198	Prepare or review proposed court-martial member lists	42.86	.90	.39	57.16	
C0208	Process court-martial promulgating orders	42.86	.89	.38	57.54	
H0441	Evaluate compliance with LOAC	14.29	2.65	.38	57.92	
H0445	Maintain base OPLAN files	14.29	2.65	.38	58.30	
H0435	Coordinate mobility or contingency requirements with appropriate agencies	14.29	2.65	.38	58.68	95
H0443	Maintain mobility equipment or supplies	14.29	2.65	.38	59.06	
H0448	Prepare deployment planning guides	14.29	2.65	.38	59.43	
H0430	Compute OPLAN requirements status listings	14.29	2.65	.38	59.81	
F0353	Prepare reports on potential claims of major accidents or incidents	14.29	2.55	.36	60.18	
F0329	Follow up on personal injury questionnaires	14.29	2.55	.36	60.54	100
F0328	Follow up on other investigative agencies' investigations	14.29	2.55	.36	60.90	
C0204	Prepare or review supplementary court-martial orders	42.86	.84	.36	61.26	

C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	42.86	.84	.36	61.62
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Number of Members: 7

GP0047

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0168	Prepare or review amendments to court-martial convening orders	42.86	.81	.35	61.97	
L0541	Manage IMPAC card programs	28.57	1.22	.35	62.32	105
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	28.57	1.21	.34	62.66	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	28.57	1.21	.34	63.01	
E0297	Assemble records of trials	28.57	1.20	.34	63.35	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	28.57	1.20	.34	63.69	
C0183	Prepare or review court-martial base activities reports	42.86	.79	.34	64.03	110
L0505	Assign personnel to work areas or duty positions	14.29	2.29	.33	64.36	
A0028	Make lodging or transportation arrangements	42.86	.74	.32	64.68	
C0207	Process computer-generated AMJAMS reports for distribution	42.86	.74	.32	64.99	
A0019	Hand-carry priority communications or documents to internal action offices	42.86	.72	.31	65.30	
D0285	Prepare or review responses to Staff Judge Advocate recommendations	28.57	1.04	.30	65.60	115
A0030	Prepare briefings, other than professional military education (PME) briefings	42.86	.67	.29	65.89	
B0073	Prepare or review barment documents	14.29	1.99	.28	66.17	
B0102	Procure board members for administrative discharge boards	14.29	1.99	.28	66.46	
B0104	Provide support for administrative discharge boards	14.29	1.99	.28	66.74	
L0535	Initiate personnel action requests	28.57	.99	.28	67.02	120
L0519	Develop self-inspection or self-assessment program checklists	28.57	.99	.28	67.31	
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	28.57	.99	.28	67.59	
A0013	Dispose of law library publications	42.86	.64	.27	67.86	
A0014	Dispose of obsolete or excess publications, other than law library	42.86	.64	.27	68.13	
C0233	Review AMJAMS strength reports	42.86	.63	.27	68.40	125
A0015	Dispose of unclassified files	57.14	.46	.26	68.66	
C0131	Copy records of trial	28.57	.91	.26	68.92	
B0071	Prepare documentation for off-duty employment applications	28.57	.90	.26	69.18	
C0138	Draft charges and specifications for court-martial actions	28.57	.89	.25	69.43	
C0166	Prepare or process releases for court-martial or board members	28.57	.88	.25	69.69	130
F0311	Analyze claims management data listings or reports	28.57	.88	.25	69.94	
C0196	Prepare or review letters concerning submission of matters to convening authority	28.57	.88	.25	70.19	
D0280	Schedule client appointments	28.57	.88	.25	70.44	

L0545	Prepare recommendation or non-recommendation retraining package	28.57	.88	.25	70.69	
L0550	Schedule personnel TDY assignments, leaves, or passes	28.57	.88	.25	70.94	135

Number of Members: 7

GP0047

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0121	Complete court-martial processing checklist procedures	28.57	.86	.25	71.19	
C0171	Prepare or review Article 15, UCMJ, appellate actions	28.57	.86	.25	71.44	
B0063	Maintain legal assistance records	28.57	.86	.25	71.68	
C0172	Prepare or review Article 15, UCMJ, base activity reports	28.57	.86	.25	71.93	
C0120	Complete Article 15, UCMJ, processing checklist procedures	28.57	.86	.25	72.17	140
A0008	Conduct client interviews, other than for preparation of simple wills	42.86	.57	.25	72.42	
F0337	Perform follow-up actions on carrier recovery claims	28.57	.86	.25	72.67	
A0009	Conduct random spot-checks of law library	42.86	.57	.24	72.91	
A0046	Schedule conferences	42.86	.57	.24	73.15	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	28.57	.83	.24	73.39	145
C0235	Review charge sheets for accuracy and completeness	28.57	.83	.24	73.63	
C0130	Coordinate witness fundings with appropriate agencies	28.57	.83	.24	73.86	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	28.57	.80	.23	74.09	
C0190	Prepare or review delay requests	42.86	.52	.22	74.32	
B0067	Prepare simple wills	42.86	.52	.22	74.54	150
C0213	Process pretrial agreements	28.57	.78	.22	74.76	
K0499	Maintain training records or files	28.57	.77	.22	74.98	
L0539	Interview potential paralegal retrainees	14.29	1.53	.22	75.20	
L0544	Prepare contract requests for tax services	14.29	1.53	.22	75.42	
L0506	Assign sponsors for newly assigned personnel	14.29	1.53	.22	75.64	155
L0542	Perform personnel hiring procedures	14.29	1.53	.22	75.86	
F0347	Prepare claims inspection memorandums	28.57	.74	.21	76.07	
F0322	Conduct claims investigations	28.57	.74	.21	76.28	
C0148	Notify participants of courts-martial or boards	14.29	1.46	.21	76.49	
A0001	Administer client questionnaires	42.86	.49	.21	76.70	160
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	28.57	.72	.21	76.90	
D0286	Prepare or review responses to pretrial advice	28.57	.72	.21	77.11	
C0243	Review RIPS for courts-martial	28.57	.72	.20	77.31	
A0021	Inventory equipment or supplies	42.86	.47	.20	77.52	
C0247	Serve appellate court decisions on accused	28.57	.70	.20	77.72	165
C0212	Process post-trial materials submitted by accused	28.57	.70	.20	77.92	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	28.57	.68	.20	78.11	
F0323	Coordinate claims with other investigative agencies	28.57	.68	.19	78.30	
C0181	Prepare or review convening authority actions on individual military defense counsel requests	28.57	.67	.19	78.49	
K0489	Determine training requirements	28.57	.65	.19	78.68	170
C0203	Prepare or review stipulations	28.57	.64	.18	78.86	
C0173	Prepare or review Article 15, UCMJ, decision letters	14.29	1.27	.18	79.05	
C0177	Prepare or review Article 15, UCMJ, set aside actions	14.29	1.27	.18	79.23	

C0176	Prepare or review Article 15, UCMJ, remission actions	14.29	1.27	.18	79.41	
C0175	Prepare or review Article 15, UCMJ, punishments	14.29	1.27	.18	79.59	175
C0232	Review allied papers for insertion in records of trial	28.57	.63	.18	79.77	

Number of Members: 7

GP0047

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0179	Prepare or review Article 15, UCMJ, vacation actions	14.29	1.27	.18	79.95	

Number of Members: 77

GP0048

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	26.42	26.43
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	19.67	46.11
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	16.62	62.73
B	PERFORMING CIVIL LAW ACTIVITIES	62	14.99	77.73
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	8.74	86.47
K	PERFORMING TRAINING ACTIVITIES	21	4.27	90.74
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	3.69	94.43
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	2.55	96.98
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.26	98.24
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.08	99.32
E	PERFORMING COURT REPORTING ACTIVITIES	18	.65	99.97
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.03	100.00

Number of Members: 77

GP0048

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	85.71	1.82	1.56	1.56	
A0007	Compose or type administrative correspondence	87.01	1.42	1.23	2.79	
A0002	Answer customer service telephone calls	76.62	1.59	1.22	4.01	
A0038	Process incoming or outgoing electronic mail	75.32	1.59	1.20	5.21	
B0110	Witness execution of wills	76.62	1.48	1.13	6.34	5
B0065	Notarize documents	84.42	1.31	1.10	7.44	
B0086	Prepare or review powers of attorney	71.43	1.53	1.09	8.54	
B0111	Witness signing of legal documents	76.62	1.42	1.09	9.63	
B0053	Brief clients on powers of attorney	68.83	1.42	.98	10.60	
B0064	Maintain notary logs	79.22	1.19	.94	11.54	10
B0109	Verify eligibility of clients for legal assistance	55.84	1.44	.80	12.35	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	66.23	1.14	.76	13.11	
A0041	Refer clients to other supportive agencies	70.13	1.04	.73	13.83	
B0059	Conduct will executions	53.25	1.32	.70	14.54	
A0045	Review suspense dates	58.44	1.18	.69	15.23	15
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	61.04	1.10	.67	15.90	
K0487	Conduct on-the-job training (OJT)	49.35	1.24	.61	16.51	
A0047	Schedule office appointments	58.44	1.04	.61	17.12	
B0052	Assist in preparation of Legal Information Online System (LIONS)	41.56	1.44	.60	17.72	
B0051	Assist in preparation of legal assistance cards	45.45	1.27	.58	18.30	20
A0006	Compile statistical data	62.34	.88	.55	18.84	
A0049	Sort and distribute incoming mail	48.05	1.13	.54	19.39	
A0030	Prepare briefings, other than professional military education (PME) briefings	63.64	.85	.54	19.92	
B0058	Conduct will briefings	45.45	1.15	.52	20.45	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	46.75	.99	.46	20.91	25
B0330	Input data into Armed Forces Claims Information	28.57	1.50	.46	21.37	

	Management System (AFCIMS)				
F0310	Adjudicate claims	29.87	1.52	.45	21.82
C0140	Input AMJAMS data	38.96	1.15	.45	22.27

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Number of Members: 77

GP0048

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0319	Brief claimants on claims filing procedures	32.47	1.38	.45	22.72	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	29.87	1.45	.43	23.15	30
K0489	Determine training requirements	35.06	1.21	.43	23.57	
F0314	Assemble claims files	29.87	1.40	.42	23.99	
K0499	Maintain training records or files	40.26	1.02	.41	24.40	
B0063	Maintain legal assistance records	31.17	1.31	.41	24.81	
F0321	Conduct claims inspections	29.87	1.35	.40	25.22	35
I0471	Maintain administrative files	32.47	1.22	.40	25.61	
K0497	Evaluate progress of trainees	32.47	1.22	.40	26.01	
A0008	Conduct client interviews, other than for preparation of simple wills	35.06	1.08	.38	26.39	
F0311	Analyze claims management data listings or reports	33.77	1.10	.37	26.76	
F0316	Assert carrier recovery claims	27.27	1.36	.37	27.13	40
B0066	Prepare miscellaneous legal reviews	33.77	1.09	.37	27.49	
L0516	Determine or establish work assignments or priorities	37.66	.97	.37	27.86	
F0320	Close out claims	28.57	1.26	.36	28.22	
F0363	Prepare or review demand on carrier or contractor	31.17	1.14	.36	28.57	
F0383	Process rebuttals from carriers	28.57	1.25	.36	28.93	45
C0121	Complete court-martial processing checklist procedures	37.66	.94	.36	29.29	
F0348	Prepare claims labels	29.87	1.19	.36	29.64	
C0139	Edit AMJAMS products	35.06	1.01	.36	30.00	
F0341	Perform follow-up actions on personnel claims	28.57	1.24	.35	30.35	
A0028	Make lodging or transportation arrangements	45.45	.78	.35	30.70	50
F0374	Process federal tort claims	23.38	1.48	.35	31.05	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	28.57	1.21	.35	31.39	
F0360	Prepare vouchers for payment of claims	29.87	1.14	.34	31.74	
A0032	Prepare conference areas for briefings or meetings	44.16	.77	.34	32.08	
F0380	Process personnel claims, other than for clothing	27.27	1.25	.34	32.42	55
A0024	Log or suspense incoming correspondence	38.96	.87	.34	32.76	
F0347	Prepare claims inspection memorandums	25.97	1.31	.34	33.10	
F0322	Conduct claims investigations	27.27	1.23	.34	33.43	
F0395	Review completed claims files prior to payment	29.87	1.11	.33	33.76	
F0384	Process reconsiderations from claimants	28.57	1.16	.33	34.10	60
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	27.27	1.22	.33	34.43	
K0488	Counsel trainees on training progress	31.17	1.06	.33	34.76	
F0324	Determine chapter for claims	29.87	1.09	.33	35.08	
A0012	Develop local office programs for computers, such as spreadsheets	36.36	.89	.32	35.41	
A0001	Administer client questionnaires	33.77	.96	.32	35.73	65
F0325	Determine claims jurisdiction	28.57	1.12	.32	36.05	
F0402	Transfer claims using AFCIMS	28.57	1.11	.32	36.37	
C0137	Draft charges and specifications for actions, other than court-martial actions	31.17	1.01	.32	36.68	
C0344	Review security forces blotters for potential	28.57	1.10	.32	37.00	

	disciplinary actions					
F0403	Verify identity of claimants	29.87	1.05	.31	37.31	70
F0372	Process claims payment vouchers	28.57	1.10	.31	37.63	

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Number of Members: 77

GP0048

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0120	Complete Article 15, UCMJ, processing checklist procedures	31.17	1.00	.31	37.94	
C0148	Notify participants of courts-martial or boards	31.17	1.00	.31	38.25	
L0556	Write recommendations for awards or decorations	28.57	1.09	.31	38.57	
C0198	Prepare or review proposed court-martial member lists	36.36	.86	.31	38.88	75
C0253	Verify availability of court-martial or board members	31.17	.99	.31	39.19	
F0399	Review security forces blotters for potential claims	29.87	1.03	.31	39.49	
C0235	Review charge sheets for accuracy and completeness	36.36	.85	.31	39.80	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	29.87	1.02	.31	40.11	
F0337	Perform follow-up actions on carrier recovery claims	23.38	1.29	.30	40.41	80
C0175	Prepare or review Article 15, UCMJ, punishments	31.17	.97	.30	40.71	
F0345	Prepare claimant instruction packets	28.57	1.05	.30	41.01	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	25.97	1.14	.30	41.31	
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	28.57	1.03	.30	41.60	
F0315	Assemble investigative files on potential claims	27.27	1.08	.29	41.90	85
F0362	Prepare or review claims activity reports	29.87	.98	.29	42.19	
C0228	Request records of prior disciplinary actions	36.36	.80	.29	42.48	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	36.36	.79	.29	42.77	
K0491	Develop training programs, plans, or procedures	23.38	1.23	.29	43.06	
F0335	Perform claims legal research	27.27	1.06	.29	43.34	90
C0238	Review court-martial or board member information	33.77	.85	.29	43.63	
L0527	Establish performance standards for subordinates	28.57	1.01	.29	43.92	
L0514	Counsel subordinates concerning personal matters	32.47	.88	.29	44.21	
C0151	Prepare administrative hold or release letters	33.77	.84	.28	44.49	
A0015	Dispose of unclassified files	33.77	.84	.28	44.78	95
L0531	Evaluate personnel for compliance with performance standards	28.57	.99	.28	45.06	
C0179	Prepare or review Article 15, UCMJ, vacation actions	31.17	.90	.28	45.34	
C0135	Distribute court-martial orders	37.66	.74	.28	45.62	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	31.17	.90	.28	45.90	
L0539	Interview potential paralegal retrainees	29.87	.93	.28	46.18	100
B0073	Prepare or review barment documents	18.18	1.53	.28	46.46	
L0555	Write or indorse military performance reports	27.27	1.02	.28	46.73	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	29.87	.93	.28	47.01	
L0537	Inspect personnel for compliance with military standards	32.47	.85	.28	47.28	
C0136	Distribute court-martial records of trials to reviewing authorities	35.06	.77	.27	47.56	105
C0138	Draft charges and specifications for court-martial actions	33.77	.80	.27	47.83	
A0022	Prepare letters of appointment	27.66	.72	.27	48.10	

L0541	Manage IMPAC card programs	22.08	1.22	.27	48.37
C0149	Perform military justice legal research	35.06	.77	.27	48.64

Number of Members: 77

GP0048

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0545	Prepare recommendation or non-recommendation retraining package	23.38	1.14	.27	48.90	110
C0184	Prepare or review court-martial convening orders	36.36	.73	.26	49.17	
C0185	Prepare or review court-martial promulgating orders	35.06	.74	.26	49.43	
C0130	Coordinate witness fundings with appropriate agencies	37.66	.69	.26	49.68	
L0511	Conduct supervisory performance feedback sessions	28.57	.91	.26	49.94	
C0119	Compile Article 15, UCMJ, supportive evidence	25.97	.99	.26	50.20	115
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	28.57	.90	.26	50.46	
C0118	Brief organizations on Article 15, UCMJ, procedures	25.97	.99	.26	50.71	
F0333	Maintain potential claims files	25.97	.99	.26	50.97	
A0035	Prepare witness travel orders	33.77	.76	.26	51.23	
L0538	Interpret policies, directives, or procedures for subordinates	25.97	.98	.25	51.48	120
F0312	Annotate claims funds logs	24.68	1.02	.25	51.73	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	35.06	.71	.25	51.98	
C0220	Procure court-martial or board members	25.97	.96	.25	52.23	
K0496	Evaluate effectiveness of training programs, plans, or procedures	22.08	1.13	.25	52.48	
C0178	Prepare or review Article 15, UCMJ, suspension actions	29.87	.83	.25	52.73	125
C0155	Prepare courtrooms for proceedings	35.06	.70	.25	52.98	
C0229	Request reports on individual personnel (RIPs)	32.47	.76	.25	53.22	
F0381	Process personnel clothing claims	22.08	1.11	.25	53.47	
F0331	Maintain claims funds logs	22.08	1.11	.25	53.71	
C0243	Review RIPs for courts-martial	32.47	.75	.25	53.96	130
H0460	Review UTC requirements	18.18	1.34	.24	54.20	
A0010	Conduct witness interviews	36.36	.67	.24	54.44	
F0313	Approve claims	27.27	.88	.24	54.68	
F0340	Perform follow-up actions on incomplete mail-in claims	24.68	.97	.24	54.92	
C0227	Request military witnesses for courts-martial	32.47	.74	.24	55.16	135
L0521	Develop or establish work methods or procedures	27.27	.88	.24	55.40	
L0505	Assign personnel to work areas or duty positions	25.97	.92	.24	55.64	
C0123	Conduct First Term Airman Course (FTAC) briefings	28.57	.84	.24	55.88	
F0361	Prepare and process unearned transportation charges	23.38	1.02	.24	56.12	
C0225	Request civilian witnesses for courts-martial	32.47	.74	.24	56.36	140
F0365	Prepare or review settlement agreements	22.08	1.08	.24	56.60	
C0168	Prepare or review amendments to court-martial convening orders	31.17	.76	.24	56.84	
A0036	Process administrative orders	27.27	.87	.24	57.07	
C0230	Request witness fundings	29.87	.79	.24	57.31	
C0166	Prepare or process releases for court-martial or board members	29.87	.79	.24	57.55	145
C0147	Monitor and report on special interest cases	28.57	.82	.24	57.78	
C0164	Prepare witness payment vouchers	32.47	.72	.24	58.02	

B0080	Prepare or review legal reviews of fundraising activities	14.29	1.65	.24	58.25
F0369	Process carrier recovery claims for settlements	22.08	1.06	.23	58.49

Number of Members: 77

GP0048

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0240	Review evidence to determine appropriateness for military justice actions	25.97	.90	.23	58.72	150
C0193	Prepare or review flimsies	31.17	.75	.23	58.95	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	31.17	.75	.23	59.19	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	29.87	.78	.23	59.42	
F0357	Prepare seven-point memorandums	19.48	1.19	.23	59.65	
C0163	Prepare trial folders	29.87	.77	.23	59.88	155
L0522	Develop or establish work schedules	25.97	.89	.23	60.11	
F0323	Coordinate claims with other investigative agencies	23.38	.98	.23	60.34	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	25.97	.88	.23	60.57	
L0524	Draft or review budget requirements	19.48	1.17	.23	60.80	
F0344	Prepare carrier recovery claims for setoffs	19.48	1.17	.23	61.03	160
F0370	Process carrier recovery insurance claims	20.78	1.10	.23	61.26	
F0391	Procure statements in support of claims	20.78	1.10	.23	61.48	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	33.77	.67	.23	61.71	
C0195	Prepare or review invitational travel orders	31.17	.73	.23	61.94	
C0170	Prepare or review Article 15, UCMJ, appeal actions	31.17	.73	.23	62.16	165
A0042	Request building or grounds maintenance	29.87	.75	.22	62.39	
A0021	Inventory equipment or supplies	32.47	.69	.22	62.61	
C0162	Prepare sentencing worksheets	31.17	.72	.22	62.84	
C0182	Prepare or review court-martial actions of convening authorities	31.17	.71	.22	63.06	
F0346	Prepare claims for transmittal	23.38	.95	.22	63.28	170
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	27.27	.81	.22	63.50	
F0334	Negotiate claims settlements	22.08	1.00	.22	63.72	
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	16.88	1.31	.22	63.94	
C0246	Review unfavorable information files (UIFs)	24.68	.89	.22	64.16	
A0026	Maintain office computer systems	24.68	.89	.22	64.38	175
L0513	Conduct supervisory orientations for newly assigned personnel	28.57	.76	.22	64.60	
B0105	Review legal reviews of off-duty employment	15.58	1.40	.22	64.82	
C0196	Prepare or review letters concerning submission of matters to convening authority	29.87	.73	.22	65.04	
B0075	Prepare or review general investigative reports	28.57	.76	.22	65.25	
C0248	Serve records of trial on accused	29.87	.73	.22	65.47	180
C0251	Suspense or follow up on military justice actions	27.27	.79	.21	65.68	
C0176	Prepare or review Article 15, UCMJ, remission actions	27.27	.78	.21	65.90	
F0398	Review payments from claimants' insurers	22.08	.97	.21	66.11	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	20.78	1.02	.21	66.32	

C0233	Review AMJAMS strength reports	29.87	.71	.21	66.54	185
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	27.27	.78	.21	66.75	

Number of Members: 77

GP0048

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	22.08	.95	.21	66.96	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	20.78	1.01	.21	67.17	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	24.68	.85	.21	67.38	
C0212	Process post-trial materials submitted by accused	28.57	.73	.21	67.59	190
F0401	Suspense payment vouchers	19.48	1.07	.21	67.79	
C0207	Process computer-generated AMJAMS reports for distribution	24.68	.84	.21	68.00	
B0076	Prepare or review legal assistance reports	19.48	1.06	.21	68.21	
C0157	Prepare findings worksheets	28.57	.72	.21	68.42	
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	24.68	.84	.21	68.62	195
B0081	Prepare or review legal reviews of private organizations	11.69	1.75	.20	68.83	
J0478	Identify and report equipment or supply problems	22.08	.93	.20	69.03	
C0217	Process witness payment vouchers	28.57	.71	.20	69.24	
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	15.58	1.31	.20	69.44	
H0426	Assign personnel to mobility or contingency positions	19.48	1.03	.20	69.64	200
C0208	Process court-martial promulgating orders	28.57	.70	.20	69.84	
C0172	Prepare or review Article 15, UCMJ, base activity reports	25.97	.77	.20	70.04	
A0011	Coordinate adverse actions with base agencies	24.68	.80	.20	70.24	
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	25.97	.76	.20	70.43	
C0177	Prepare or review Article 15, UCMJ, set aside actions	27.27	.72	.20	70.63	205
A0019	Hand-carry priority communications or documents to internal action offices	36.36	.54	.20	70.83	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	22.08	.89	.20	71.02	
B0071	Prepare documentation for off-duty employment applications	19.48	1.01	.20	71.22	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	23.38	.84	.20	71.42	
A0018	Follow up on submitted travel vouchers	36.36	.54	.19	71.61	210
H0437	Coordinate specific source of personnel requirements with appropriate agencies	14.29	1.35	.19	71.80	
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	27.27	.71	.19	72.00	
B0078	Prepare or review legal reviews of reports of survey	15.58	1.23	.19	72.19	
L0550	Schedule personnel TDY assignments, leaves, or passes	22.08	.86	.19	72.38	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	28.57	.67	.19	72.57	215
C0128	Coordinate services of court decisions on accused with	28.57	.66	.18	72.76	

	confinement authorities or unit personnel				
B0062	Interview clients for preparation of simple wills	19.48	.97	.19	72.95

Number of Members: 77

GP0048

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0231	Research charges and specifications for court-martial actions	25.97	.72	.19	73.14	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	23.38	.80	.19	73.32	
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	11.69	1.61	.19	73.51	220
I0472	Maintain or update status indicators, such as boards, graphs, or charts	24.68	.74	.18	73.70	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	16.88	1.08	.18	73.88	
L0509	Conduct self-inspections or self-assessments	24.68	.74	.18	74.06	
H0438	Determine specific source of personnel requirements for deployment manning documents	11.69	1.56	.18	74.24	
C0223	Procure and brief individuals for bailiff duties	28.57	.64	.18	74.43	225
F0375	Process G claims	18.18	.99	.18	74.61	
C0156	Prepare excess leave documentation	25.97	.68	.18	74.78	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	24.68	.72	.18	74.96	
F0392	Reconcile claims funds logs	18.18	.97	.18	75.14	
C0219	Procure convening authority approval of expert witnesses	23.38	.76	.18	75.32	230
K0500	Personalize lesson plans	15.58	1.13	.18	75.49	
C0205	Process Article 15, UCMJ, appeal actions	22.08	.79	.18	75.67	
C0183	Prepare or review court-martial base activities reports	23.38	.75	.17	75.84	
H0427	Assign personnel to Unit Type Code (UTC) taskings	18.18	.96	.17	76.02	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	15.58	1.12	.17	76.19	235
F0326	Develop claims checklists	20.78	.84	.17	76.36	
F0328	Follow up on other investigative agencies' investigations	18.18	.95	.17	76.54	
C0131	Copy records of trial	27.27	.63	.17	76.71	
C0122	Conduct Article 137, UCMJ, briefings	22.08	.77	.17	76.88	
F0327	Edit claims management products	16.88	1.00	.17	77.05	240
C0204	Prepare or review supplementary court-martial orders	22.08	.75	.17	77.21	
F0338	Perform follow-up actions on G claims	16.88	.99	.17	77.38	
F0317	Assert government (G) claims	18.18	.90	.16	77.54	
C0116	Assist with pretrial confinement hearings	25.97	.63	.16	77.71	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	20.78	.79	.16	77.87	245
C0133	Develop court-martial processing checklists	23.38	.70	.16	78.03	
B0074	Prepare or review dependent misconduct actions	6.49	2.51	.16	78.20	
C0173	Prepare or review Article 15, UCMJ, decision letters	24.68	.66	.16	78.36	
C0211	Process excess leave documentation	24.68	.66	.16	78.52	
H0435	Coordinate mobility or contingency requirements with appropriate agencies	15.58	1.03	.16	78.68	250

C0201	Prepare or review serious incident reports (SIRs)	22.08	.73	.16	78.84
D0261	Prepare or review Article 15 responses	14.29	1.10	.16	79.00
B0097	Process FOIA or Privacy Act requests	6.49	2.39	.16	79.16

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Number of Members: 77

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	19.48	.79	.15	79.31	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	19.48	.79	.15	79.46	255
C0174	Prepare or review Article 15, UCMJ, mitigation actions	23.38	.65	.15	79.62	
J0481	Maintain organizational equipment or supply records	15.58	.98	.15	79.77	
F0336	Perform Disaster Control Group (DCG) duties	15.58	.98	.15	79.92	

Number of Members: 53

GP0049

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted	Cumulative Average Percent Time Spent by All Members
			Average Percent Time Spent by All Members	
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	28.54	28.55
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	19.81	48.37
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	17.79	66.17
B	PERFORMING CIVIL LAW ACTIVITIES	62	13.69	79.87
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	8.76	88.63
K	PERFORMING TRAINING ACTIVITIES	21	3.83	92.46
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	2.37	94.84
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	2.08	96.92
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.27	98.19
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.01	99.20
E	PERFORMING COURT REPORTING ACTIVITIES	18	.71	99.91
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.09	100.00

Number of Members: 53

GP0049

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	81.13	1.58	1.28	1.28	
A0002	Answer customer service telephone calls	86.79	1.36	1.18	2.46	
A0007	Compose or type administrative correspondence	83.02	1.28	1.06	3.52	
B0065	Notarize documents	86.79	1.15	1.00	4.52	
B0110	Witness execution of wills	81.13	1.16	.94	5.46	5
B0111	Witness signing of legal documents	83.02	1.11	.92	6.38	
B0064	Maintain notary logs	83.02	1.09	.91	7.29	
B0059	Conduct will executions	75.47	1.13	.85	8.14	
A0006	Compile statistical data	77.36	1.10	.85	8.99	
B0053	Brief clients on powers of attorney	75.47	1.06	.80	9.79	10
A0045	Review suspense dates	64.15	1.23	.79	10.58	
B0086	Prepare or review powers of attorney	79.25	1.00	.79	11.37	
A0047	Schedule office appointments	77.36	.89	.69	12.06	
A0038	Process incoming or outgoing electronic mail	60.38	1.14	.69	12.75	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	47.17	1.46	.69	13.44	15
B0109	Verify eligibility of clients for legal assistance	62.26	1.06	.66	14.10	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	67.92	.87	.59	14.69	
A0041	Refer clients to other supportive agencies	71.70	.82	.59	15.27	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	64.15	.90	.58	15.85	
A0024	Log or suspense incoming correspondence	49.06	1.16	.57	16.42	20
A0049	Sort and distribute incoming mail	62.26	.88	.55	16.97	
C0140	Input AMJAMS data	37.74	1.45	.55	17.52	
K0487	Conduct on-the-job training (OJT)	58.49	.90	.53	18.04	
F0319	Brief claimants on claims filing procedures	37.74	1.35	.51	18.55	
F0310	Adjudicate claims	33.96	1.47	.50	19.05	25
A0030	Prepare briefings, other than professional military education (PME) briefings	64.15	.78	.50	19.55	
F0350	Prepare DD Forms 1840/1840B (Joint Statement of Loss)	37.74	1.31	.48	20.05	

C0120	or Damage at Delivery) Complete Article 15, UCMJ, processing checklist procedures	28.30	1.69	.48	20.52
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Number of Members: 53

GP0049

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0058	Conduct will briefings	50.94	.92	.47	20.99	
B0052	Assist in preparation of Legal Information Online System (LIONS)	58.49	.79	.46	21.46	30
F0316	Assert carrier recovery claims	33.96	1.36	.46	21.92	
F0369	Process carrier recovery claims for settlements	32.08	1.43	.46	22.38	
A0026	Maintain office computer systems	35.85	1.27	.46	22.83	
L0555	Write or indorse military performance reports	39.62	1.14	.45	23.29	
F0348	Prepare claims labels	32.08	1.40	.45	23.74	35
F0314	Assemble claims files	32.08	1.40	.45	24.18	
F0383	Process rebuttals from carriers	30.19	1.47	.44	24.63	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	28.30	1.54	.44	25.06	
A0032	Prepare conference areas for briefings or meetings	58.49	.74	.43	25.49	
B0063	Maintain legal assistance records	49.06	.87	.42	25.92	40
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	33.96	1.23	.42	26.34	
A0033	Prepare letters of appointment	62.26	.66	.41	26.74	
K0499	Maintain training records or files	41.51	.98	.41	27.15	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	24.53	1.65	.41	27.56	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	33.96	1.19	.40	27.96	45
F0320	Close out claims	32.08	1.26	.40	28.36	
F0360	Prepare vouchers for payment of claims	32.08	1.25	.40	28.77	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	28.30	1.40	.40	29.16	
B0071	Prepare documentation for off-duty employment applications	39.62	1.00	.39	29.56	
F0403	Verify identity of claimants	33.96	1.15	.39	29.95	50
F0337	Perform follow-up actions on carrier recovery claims	30.19	1.28	.39	30.33	
F0324	Determine chapter for claims	30.19	1.28	.39	30.72	
A0036	Process administrative orders	54.72	.70	.38	31.10	
B0062	Interview clients for preparation of simple wills	37.74	1.00	.38	31.48	
L0556	Write recommendations for awards or decorations	35.85	1.05	.38	31.86	55
K0491	Develop training programs, plans, or procedures	32.08	1.17	.38	32.23	
B0051	Assist in preparation of legal assistance cards	49.06	.76	.37	32.61	
A0046	Schedule conferences	35.85	1.02	.36	32.97	
C0119	Compile Article 15, UCMJ, supportive evidence	30.19	1.20	.36	33.33	
F0325	Determine claims jurisdiction	32.08	1.12	.36	33.69	60
F0380	Process personnel claims, other than for clothing	28.30	1.27	.36	34.05	
F0344	Prepare carrier recovery claims for setoffs	32.08	1.11	.36	34.41	
F0363	Prepare or review demand on carrier or contractor	30.19	1.18	.36	34.76	
F0347	Prepare claims inspection memorandums	32.08	1.10	.35	35.11	
C0118	Brief organizations on Article 15, UCMJ, procedures	28.30	1.24	.35	35.47	65
B0066	Prepare miscellaneous legal reviews	41.51	.84	.35	35.82	
K0488	Counsel trainees on training progress	41.51	.84	.35	36.16	
A0008	Conduct client interviews, other than for preparation	48.06	.71	.35	36.51	

	of simple wills					
C0175	Prepare or review Article 15, UCMJ, punishments	33.96	1.02	.35	36.86	
K0497	Evaluate progress of trainees	37.74	.91	.34	37.20	70

Number of Members: 53

GP0049

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0021	Inventory equipment or supplies	35.85	.96	.34	37.55	
A0001	Administer client questionnaires	45.28	.75	.34	37.89	
F0402	Transfer claims using AFCIMS	33.96	1.00	.34	38.23	
C0130	Coordinate witness fundings with appropriate agencies	37.74	.90	.34	38.57	
A0012	Develop local office programs for computers, such as spreadsheets	39.62	.85	.34	38.91	75
F0399	Review security forces blotters for potential claims	32.08	1.05	.34	39.24	
F0311	Analyze claims management data listings or reports	28.30	1.19	.34	39.58	
A0010	Conduct witness interviews	47.17	.71	.34	39.92	
K0489	Determine training requirements	41.51	.81	.34	40.25	
C0121	Complete court-martial processing checklist procedures	33.96	.99	.34	40.59	80
C0233	Review AMJAMS strength reports	35.85	.91	.33	40.92	
L0538	Interpret policies, directives, or procedures for subordinates	32.08	1.01	.32	41.24	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	28.30	1.14	.32	41.56	
L0541	Manage IMPAC card programs	32.08	1.01	.32	41.89	
B0067	Prepare simple wills	30.19	1.07	.32	42.21	85
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	18.87	1.70	.32	42.53	
F0341	Perform follow-up actions on personnel claims	28.30	1.13	.32	42.85	
A0042	Request building or grounds maintenance	32.08	.99	.32	43.17	
C0137	Draft charges and specifications for actions, other than court-martial actions	30.19	1.04	.32	43.48	
A0035	Prepare witness travel orders	45.28	.69	.31	43.80	90
I0471	Maintain administrative files	39.62	.79	.31	44.11	
A0011	Coordinate adverse actions with base agencies	45.28	.69	.31	44.42	
F0384	Process reconsiderations from claimants	32.08	.96	.31	44.73	
F0321	Conduct claims inspections	33.96	.89	.30	45.03	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	39.62	.76	.30	45.33	95
L0516	Determine or establish work assignments or priorities	35.85	.84	.30	45.63	
D0261	Prepare or review Article 15 responses	15.09	2.00	.30	45.93	
A0028	Make lodging or transportation arrangements	45.28	.65	.30	46.23	
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	37.74	.78	.29	46.52	
F0315	Assemble investigative files on potential claims	28.30	1.01	.29	46.81	100
F0322	Conduct claims investigations	30.19	.94	.28	47.09	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	15.09	1.86	.28	47.37	
C0246	Review unfavorable information files (UIFs)	32.08	.88	.28	47.65	
F0312	Annotate claims funds logs	26.42	1.06	.28	47.93	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	32.08	.87	.28	48.21	105
C0195	Prepare or review invitational travel orders	41.51	.67	.28	48.49	
A0019	Hand-carry priority communications or documents to internal action offices	39.62	.70	.28	48.77	

C0184	Prepare or review court-martial convening orders	39.62	.70	.28	49.05	
C0139	Edit AMJAMS products	32.08	.86	.28	49.33	
F0346	Prepare claims for transmittal	26.42	1.05	.28	49.60	110

Number of Members: 53

GP0049

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0018	Follow up on submitted travel vouchers	43.40	.64	.28	49.88	
F0401	Suspense payment vouchers	22.64	1.21	.28	50.15	
F0345	Prepare claimant instruction packets	28.30	.97	.27	50.43	
L0511	Conduct supervisory performance feedback sessions	32.08	.85	.27	50.70	
C0185	Prepare or review court-martial promulgating orders	37.74	.73	.27	50.98	115
C0229	Request reports on individual personnel (RIPs)	33.96	.80	.27	51.25	
C0253	Verify availability of court-martial or board members	33.96	.80	.27	51.52	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	26.42	1.03	.27	51.79	
F0335	Perform claims legal research	22.64	1.20	.27	52.06	
L0537	Inspect personnel for compliance with military standards	33.96	.79	.27	52.33	120
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	28.30	.95	.27	52.60	
C0220	Procure court-martial or board members	33.96	.78	.27	52.86	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	33.96	.77	.26	53.13	
C0170	Prepare or review Article 15, UCMJ, appeal actions	35.85	.73	.26	53.39	
B0054	Compile administrative involuntary discharge files	20.75	1.26	.26	53.65	125
C0235	Review charge sheets for accuracy and completeness	35.85	.73	.26	53.91	
A0023	Inventory network resource allocation management system (NetRAMS)	24.53	1.06	.26	54.17	
C0179	Prepare or review Article 15, UCMJ, vacation actions	33.96	.77	.26	54.43	
F0395	Review completed claims files prior to payment	22.64	1.14	.26	54.69	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	32.08	.80	.26	54.95	130
F0313	Approve claims	28.30	.91	.26	55.20	
C0238	Review court-martial or board member information	35.85	.71	.26	55.46	
C0148	Notify participants of courts-martial or boards	32.08	.80	.26	55.72	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	28.30	.90	.25	55.97	
C0178	Prepare or review Article 15, UCMJ, suspension actions	33.96	.74	.25	56.22	135
C0208	Process court-martial promulgating orders	33.96	.74	.25	56.47	
F0398	Review payments from claimants' insurers	26.42	.95	.25	56.72	
C0172	Prepare or review Article 15, UCMJ, base activity reports	32.08	.78	.25	56.97	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	33.96	.73	.25	57.22	
L0514	Counsel subordinates concerning personal matters	33.96	.73	.25	57.47	140
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	33.96	.72	.25	57.71	
F0374	Process federal tort claims	22.64	1.08	.24	57.96	
F0362	Prepare or review claims activity reports	28.30	.86	.24	58.20	
F0333	Maintain potential claims files	28.30	.86	.24	58.45	
F0331	Maintain claims funds logs	24.53	.99	.24	58.69	145
C0188	Prepare or review proposed court-martial member lists	22.64	.71	.24	58.93	

C0186	Prepare or review DD Forms 2707 (Confinement Order)	35.85	.68	.24	59.18
L0550	Schedule personnel TDY assignments, leaves, or passes	32.08	.75	.24	59.42
C0123	Conduct First Term Airman Course (FTAC) briefings	37.74	.64	.24	59.66

Number of Members: 53

GP0049

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0138	Draft charges and specifications for court-martial actions	32.08	.75	.24	59.90	150
C0182	Prepare or review court-martial actions of convening authorities	35.85	.67	.24	60.14	
B0105	Review legal reviews of off-duty employment	22.64	1.06	.24	60.38	
C0173	Prepare or review Article 15, UCMJ, decision letters	24.53	.98	.24	60.62	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	30.19	.79	.24	60.86	
L0522	Develop or establish work schedules	28.30	.84	.24	61.10	155
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	33.96	.70	.24	61.33	
C0212	Process post-trial materials submitted by accused	33.96	.69	.24	61.57	
F0340	Perform follow-up actions on incomplete mail-in claims	24.53	.96	.24	61.80	
F0372	Process claims payment vouchers	22.64	1.04	.24	62.04	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	13.21	1.78	.24	62.27	160
C0251	Suspense or follow up on military justice actions	33.96	.69	.23	62.51	
L0524	Draft or review budget requirements	20.75	1.13	.23	62.74	
C0244	Review security forces blotters for potential disciplinary actions	35.85	.65	.23	62.98	
C0163	Prepare trial folders	33.96	.68	.23	63.21	
C0164	Prepare witness payment vouchers	32.08	.72	.23	63.44	165
C0155	Prepare courtrooms for proceedings	35.85	.65	.23	63.67	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	33.96	.68	.23	63.90	
C0196	Prepare or review letters concerning submission of matters to convening authority	33.96	.68	.23	64.13	
I0469	Initiate requests for temporary duty (TDY) orders	28.30	.81	.23	64.36	
C0176	Prepare or review Article 15, UCMJ, remission actions	33.96	.68	.23	64.60	170
F0370	Process carrier recovery insurance claims	22.64	1.02	.23	64.83	
C0177	Prepare or review Article 15, UCMJ, set aside actions	32.08	.72	.23	65.06	
C0230	Request witness fundings	33.96	.67	.23	65.28	
L0539	Interview potential paralegal retrainees	24.53	.93	.23	65.51	
C0135	Distribute court-martial orders	33.96	.67	.23	65.74	175
C0205	Process Article 15, UCMJ, appeal actions	28.30	.80	.23	65.97	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	24.53	.92	.23	66.19	
C0217	Process witness payment vouchers	32.08	.70	.23	66.42	
F0357	Prepare seven-point memorandums	22.64	.99	.23	66.64	
C0147	Monitor and report on special interest cases	30.19	.74	.22	66.87	180
C0136	Distribute court-martial records of trials to reviewing authorities	33.96	.66	.22	67.09	
A0015	Dispose of unclassified files	41.51	.54	.22	67.31	
C0225	Request civilian witnesses for courts-martial	33.96	.65	.22	67.54	
B0087	Prepare or review preventive law bulletins	20.75	1.07	.22	67.76	
C0183	Prepare or review findings	22.64	.66	.22	67.98	185

C0231	Research charges and specifications for court-martial actions	33.96	.65	.22	68.20
C0248	Serve records of trial on accused	30.19	.73	.22	68.42

Number of Members: 53

GP0049

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0228	Request records of prior disciplinary actions	33.96	.65	.22	68.64	
C0149	Perform military justice legal research	30.19	.73	.22	68.86	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	28.30	.77	.22	69.08	190
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	33.96	.64	.22	69.29	
C0211	Process excess leave documentation	30.19	.72	.22	69.51	
C0151	Prepare administrative hold or release letters	33.96	.64	.22	69.73	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	30.19	.72	.22	69.94	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	33.96	.64	.22	70.16	195
C0207	Process computer-generated AMJAMS reports for distribution	30.19	.71	.21	70.37	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	24.53	.87	.21	70.59	
C0223	Procure and brief individuals for bailiff duties	30.19	.70	.21	70.80	
B0056	Conduct preventive law briefings	24.53	.86	.21	71.01	
C0243	Review RIPS for courts-martial	30.19	.69	.21	71.22	200
F0381	Process personnel clothing claims	22.64	.92	.21	71.43	
C0227	Request military witnesses for courts-martial	30.19	.69	.21	71.63	
F0361	Prepare and process unearned transportation charges	22.64	.90	.20	71.84	
F0334	Negotiate claims settlements	20.75	.97	.20	72.04	
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	20.75	.96	.20	72.24	205
L0527	Establish performance standards for subordinates	28.30	.71	.20	72.44	
L0513	Conduct supervisory orientations for newly assigned personnel	26.42	.76	.20	72.64	
H0431	Conduct LOAC briefings	33.96	.59	.20	72.84	
C0213	Process pretrial agreements	30.19	.66	.20	73.03	
C0219	Procure convening authority approval of expert witnesses	28.30	.70	.20	73.23	210
C0171	Prepare or review Article 15, UCMJ, appellate actions	26.42	.75	.20	73.43	
F0365	Prepare or review settlement agreements	24.53	.79	.19	73.62	
C0162	Prepare sentencing worksheets	30.19	.64	.19	73.82	
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	30.19	.64	.19	74.01	
L0545	Prepare recommendation or non-recommendation retraining package	16.98	1.13	.19	74.20	215
C0166	Prepare or process releases for court-martial or board members	28.30	.68	.19	74.39	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	28.30	.67	.19	74.58	
L0521	Develop or establish work methods or procedures	26.42	.72	.19	74.77	
B0088	Prepare or review preventive law handbook factsheets	20.75	.91	.19	74.96	
C0204	Prepare or review supplementary court-martial orders	22.86	.56	.18	75.15	220

C0131	Copy records of trial	35.85	.53	.19	75.34
C0156	Prepare excess leave documentation	30.19	.62	.19	75.53

Number of Members: 53

GP0049

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	26.42	.70	.19	75.71	
C0157	Prepare findings worksheets	30.19	.61	.18	75.90	
L0505	Assign personnel to work areas or duty positions	24.53	.75	.18	76.08	225
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	30.19	.61	.18	76.26	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	18.87	.97	.18	76.45	
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	24.53	.74	.18	76.63	
L0509	Conduct self-inspections or self-assessments	32.08	.57	.18	76.81	
F0317	Assert government (G) claims	20.75	.87	.18	76.99	230
A0027	Maintain suspense files of newly purchased materials	24.53	.73	.18	77.17	
C0240	Review evidence to determine appropriateness for military justice actions	26.42	.68	.18	77.35	
C0234	Review appointment or assumption of command orders with appropriate agencies	32.08	.56	.18	77.53	
E0297	Assemble records of trials	26.42	.67	.18	77.71	
C0142	Monitor pretrial restraint or posttrial confinement	32.08	.55	.18	77.88	235
F0326	Develop claims checklists	22.64	.78	.18	78.06	
C0168	Prepare or review amendments to court-martial convening orders	32.08	.55	.18	78.24	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	22.64	.78	.18	78.41	
C0183	Prepare or review court-martial base activities reports	28.30	.62	.18	78.59	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	20.75	.85	.18	78.77	240
C0222	Procure physical evidence for trials	28.30	.62	.17	78.94	
J0478	Identify and report equipment or supply problems	28.30	.62	.17	79.12	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	26.42	.66	.17	79.29	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	26.42	.65	.17	79.46	
F0391	Procure statements in support of claims	15.09	1.13	.17	79.63	245
C0192	Prepare or review discovery requests	28.30	.60	.17	79.80	
C0210	Process discovery requests	26.42	.62	.16	79.97	

Number of Members: 42

GP0050

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	21.96	21.97
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	21.81	43.78
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	20.26	64.05
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	11.97	76.02
B	PERFORMING CIVIL LAW ACTIVITIES	62	9.26	85.29
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	4.13	89.42
K	PERFORMING TRAINING ACTIVITIES	21	3.83	93.26
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	2.54	95.79
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.79	97.58
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.60	99.19
E	PERFORMING COURT REPORTING ACTIVITIES	18	.81	100.00
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.00	100.00

Number of Members: 42

GP0050

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0007	Compose or type administrative correspondence	88.10	1.85	1.63	1.63	
A0002	Answer customer service telephone calls	88.10	1.84	1.62	3.25	
A0044	Retrieve data using computers	76.19	1.78	1.36	4.61	
A0038	Process incoming or outgoing electronic mail	73.81	1.61	1.18	5.80	
A0047	Schedule office appointments	66.67	1.71	1.14	6.94	5
F0310	Adjudicate claims	33.33	2.71	.90	7.84	
A0006	Compile statistical data	73.81	1.16	.86	8.70	
A0045	Review suspense dates	57.14	1.35	.77	9.47	
F0319	Brief claimants on claims filing procedures	30.95	2.43	.75	10.22	
B0086	Prepare or review powers of attorney	66.67	1.03	.69	10.91	10
B0065	Notarize documents	73.81	.93	.69	11.60	
F0316	Assert carrier recovery claims	33.33	2.01	.67	12.27	
A0024	Log or suspense incoming correspondence	54.76	1.21	.66	12.93	
B0110	Witness execution of wills	71.43	.92	.66	13.58	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	50.00	1.22	.61	14.20	15
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	45.24	1.34	.60	14.80	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	28.57	2.11	.60	15.40	
A0030	Prepare briefings, other than professional military education (PME) briefings	64.29	.92	.59	15.99	
B0064	Maintain notary logs	64.29	.90	.58	16.57	
A0026	Maintain office computer systems	42.86	1.28	.55	17.12	20
A0033	Prepare letters of appointment	66.67	.80	.53	17.66	
B0111	Witness signing of legal documents	64.29	.82	.53	18.18	
A0008	Conduct client interviews, other than for preparation of simple wills	42.86	1.23	.53	18.71	
C0140	Input AMJAMS data	30.95	1.69	.52	19.23	
A0049	Sort and distribute incoming mail	52.38	1.00	.52	19.76	25
C0141	Monitor offenses to ensure timely initiation of	30.95	1.69	.52	20.28	

	Article 15, UCMJ, actions				
I0471	Maintain administrative files	45.24	1.15	.52	20.79
A0041	Refer clients to other supportive agencies	57.14	.90	.52	21.31

Number of Members: 42

GP0050

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0020	Initiate requisitions for equipment, supplies, forms, or publications	45.24	1.11	.50	21.81	
L0541	Manage IMPAC card programs	33.33	1.51	.50	22.32	30
A0021	Inventory equipment or supplies	47.62	1.04	.50	22.81	
F0321	Conduct claims inspections	30.95	1.59	.49	23.31	
K0487	Conduct on-the-job training (OJT)	40.48	1.21	.49	23.79	
F0384	Process reconsiderations from claimants	33.33	1.46	.49	24.28	
A0012	Develop local office programs for computers, such as spreadsheets	47.62	1.00	.48	24.76	35
F0320	Close out claims	28.57	1.66	.48	25.23	
B0053	Brief clients on powers of attorney	57.14	.82	.47	25.70	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	33.33	1.38	.46	26.16	
F0347	Prepare claims inspection memorandums	26.19	1.75	.46	26.62	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	47.62	.95	.45	27.07	40
F0380	Process personnel claims, other than for clothing	28.57	1.57	.45	27.52	
C0119	Compile Article 15, UCMJ, supportive evidence	28.57	1.57	.45	27.97	
L0514	Counsel subordinates concerning personal matters	40.48	1.10	.44	28.41	
K0489	Determine training requirements	40.48	1.09	.44	28.86	
F0337	Perform follow-up actions on carrier recovery claims	26.19	1.62	.43	29.28	45
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	21.43	1.98	.42	29.71	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	26.19	1.62	.42	30.13	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	28.57	1.48	.42	30.55	
C0139	Edit AMJAMS products	28.57	1.46	.42	30.97	
A0010	Conduct witness interviews	45.24	.92	.41	31.38	50
B0109	Verify eligibility of clients for legal assistance	54.76	.75	.41	31.80	
F0383	Process rebuttals from carriers	30.95	1.33	.41	32.21	
F0311	Analyze claims management data listings or reports	28.57	1.39	.40	32.61	
L0511	Conduct supervisory performance feedback sessions	33.33	1.14	.38	32.99	
A0001	Administer client questionnaires	40.48	.94	.38	33.37	55
F0344	Prepare carrier recovery claims for setoffs	28.57	1.33	.38	33.75	
L0524	Draft or review budget requirements	28.57	1.32	.38	34.12	
F0314	Assemble claims files	26.19	1.43	.37	34.50	
F0369	Process carrier recovery claims for settlements	28.57	1.29	.37	34.87	
C0123	Conduct First Term Airman Course (FTAC) briefings	40.48	.90	.37	35.23	60
L0556	Write recommendations for awards or decorations	38.10	.96	.37	35.60	
F0341	Perform follow-up actions on personnel claims	26.19	1.40	.37	35.96	
A0028	Make lodging or transportation arrangements	40.48	.90	.36	36.33	
L0550	Schedule personnel TDY assignments, leaves, or passes	33.33	1.09	.36	36.69	
L0516	Determine or establish work assignments or priorities	38.10	.95	.36	37.05	65
L0538	Interpret policies, directives, or procedures for subordinates	30.95	1.16	.36	37.41	

L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	30.95	1.16	.36	37.77
H0427	Assign personnel to Unit Type Code (UTC) taskings	33.33	1.07	.36	38.13

Number of Members: 42

GP0050

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0555	Write or indorse military performance reports	35.71	1.00	.36	38.49	
A0042	Request building or grounds maintenance	33.33	1.07	.36	38.84	70
C0120	Complete Article 15, UCMJ, processing checklist procedures	28.57	1.25	.36	39.20	
A0032	Prepare conference areas for briefings or meetings	57.14	.62	.35	39.55	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	35.71	.99	.35	39.91	
B0059	Conduct will executions	47.62	.73	.35	40.25	
F0381	Process personnel clothing claims	30.95	1.12	.35	40.60	75
C0118	Brief organizations on Article 15, UCMJ, procedures	28.57	1.20	.34	40.94	
C0175	Prepare or review Article 15, UCMJ, punishments	28.57	1.18	.34	41.28	
J0478	Identify and report equipment or supply problems	38.10	.88	.34	41.62	
L0505	Assign personnel to work areas or duty positions	33.33	1.00	.33	41.95	
A0027	Maintain suspense files of newly purchased materials	38.10	.87	.33	42.28	80
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	30.95	1.06	.33	42.61	
C0170	Prepare or review Article 15, UCMJ, appeal actions	26.19	1.25	.33	42.94	
L0521	Develop or establish work methods or procedures	35.71	.92	.33	43.27	
F0348	Prepare claims labels	23.81	1.37	.33	43.60	
A0023	Inventory network resource allocation management system (NetRAMS)	35.71	.91	.33	43.92	85
K0497	Evaluate progress of trainees	28.57	1.13	.32	44.24	
H0426	Assign personnel to mobility or contingency positions	30.95	1.04	.32	44.57	
A0029	Post changes to publications	33.33	.95	.32	44.88	
L0534	Implement safety or security programs	30.95	1.02	.32	45.20	
F0340	Perform follow-up actions on incomplete mail-in claims	26.19	1.20	.31	45.51	90
K0499	Maintain training records or files	33.33	.94	.31	45.83	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	30.95	1.01	.31	46.14	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	30.95	1.00	.31	46.45	
A0019	Hand-carry priority communications or documents to internal action offices	30.95	1.00	.31	46.76	
B0066	Prepare miscellaneous legal reviews	30.95	.99	.31	47.07	95
L0509	Conduct self-inspections or self-assessments	35.71	.85	.30	47.37	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	28.57	1.06	.30	47.67	
L0531	Evaluate personnel for compliance with performance standards	33.33	.90	.30	47.98	
L0513	Conduct supervisory orientations for newly assigned personnel	30.95	.96	.30	48.27	
F0322	Conduct claims investigations	28.57	1.04	.30	48.57	100
F0334	Negotiate claims settlements	26.19	1.12	.29	48.86	
F0370	Process carrier recovery insurance claims	26.19	1.11	.29	49.15	
L0512	Conduct safety inspections of equipment or facilities	28.57	1.01	.29	49.44	
K0488	Counsel trainees on training progress	26.19	.82	.28	49.72	

L0537	Inspect personnel for compliance with military standards	33.33	.86	.29	50.02	105
F0335	Perform claims legal research	23.81	1.21	.29	50.31	

Number of Members: 42

GP0050

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0179	Prepare or review Article 15, UCMJ, vacation actions	28.57	1.00	.29	50.59	
C0205	Process Article 15, UCMJ, appeal actions	23.81	1.20	.29	50.88	
F0363	Prepare or review demand on carrier or contractor	26.19	1.09	.29	51.16	
F0315	Assemble investigative files on potential claims	28.57	1.00	.28	51.45	110
C0148	Notify participants of courts-martial or boards	28.57	.98	.28	51.73	
C0244	Review security forces blotters for potential disciplinary actions	28.57	.97	.28	52.01	
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	30.95	.89	.28	52.28	
J0481	Maintain organizational equipment or supply records	26.19	1.05	.28	52.56	
L0527	Establish performance standards for subordinates	30.95	.89	.28	52.83	115
A0036	Process administrative orders	33.33	.82	.27	53.11	
K0491	Develop training programs, plans, or procedures	28.57	.95	.27	53.38	
B0063	Maintain legal assistance records	21.43	1.27	.27	53.65	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	30.95	.88	.27	53.92	
L0539	Interview potential paralegal retrainees	30.95	.86	.27	54.19	120
F0399	Review security forces blotters for potential claims	23.81	1.10	.26	54.45	
D0261	Prepare or review Article 15 responses	16.67	1.57	.26	54.71	
C0171	Prepare or review Article 15, UCMJ, appellate actions	21.43	1.22	.26	54.97	
C0228	Request records of prior disciplinary actions	28.57	.91	.26	55.23	
A0015	Dispose of unclassified files	35.71	.72	.26	55.49	125
I0469	Initiate requests for temporary duty (TDY) orders	26.19	.99	.26	55.75	
F0374	Process federal tort claims	23.81	1.08	.26	56.01	
H0460	Review UTC requirements	26.19	.99	.26	56.26	
C0121	Complete court-martial processing checklist procedures	23.81	1.08	.26	56.52	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	26.19	.98	.26	56.78	130
L0545	Prepare recommendation or non-recommendation retraining package	23.81	1.08	.26	57.03	
C0184	Prepare or review court-martial convening orders	28.57	.88	.25	57.29	
L0554	Write or indorse civilian performance appraisals	23.81	1.05	.25	57.54	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	26.19	.94	.25	57.78	
F0346	Prepare claims for transmittal	23.81	1.03	.25	58.03	135
C0172	Prepare or review Article 15, UCMJ, base activity reports	21.43	1.14	.25	58.27	
A0025	Maintain law library resources	28.57	.85	.24	58.52	
B0052	Assist in preparation of Legal Information Online System (LIONS)	23.81	1.02	.24	58.76	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	28.57	.85	.24	59.00	
C0149	Perform military justice legal research	21.43	1.13	.24	59.24	140
F0317	Assert government (G) claims	23.81	1.01	.24	59.48	
B0075	Prepare or review general investigative reports	23.81	1.01	.24	59.72	
F0357	Prepare seven-point memorandums	23.81	.88	.23	59.96	

J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	28.57	.82	.23	60.19	
F0402	Transfer claims using AFCIMS	26.19	.89	.23	60.43	145

Number of Members: 42

GP0050

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	21.43	1.09	.23	60.66	
F0325	Determine claims jurisdiction	28.57	.81	.23	60.89	
K0493	Develop or procure training materials or aids	23.81	.98	.23	61.13	
K0502	Process completed retraining package	19.05	1.21	.23	61.36	
C0251	Suspense or follow up on military justice actions	26.19	.87	.23	61.58	150
F0365	Prepare or review settlement agreements	23.81	.96	.23	61.81	
C0185	Prepare or review court-martial promulgating orders	28.57	.80	.23	62.04	
F0360	Prepare vouchers for payment of claims	26.19	.86	.23	62.27	
F0313	Approve claims	26.19	.86	.23	62.49	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	23.81	.94	.22	62.72	155
C0138	Draft charges and specifications for court-martial actions	23.81	.94	.22	62.94	
F0324	Determine chapter for claims	23.81	.93	.22	63.16	
F0403	Verify identity of claimants	26.19	.85	.22	63.38	
A0009	Conduct random spot-checks of law library	35.71	.62	.22	63.61	
C0198	Prepare or review proposed court-martial member lists	28.57	.77	.22	63.83	160
A0017	Establish reading files	30.95	.71	.22	64.05	
C0163	Prepare trial folders	26.19	.84	.22	64.27	
K0496	Evaluate effectiveness of training programs, plans, or procedures	21.43	1.02	.22	64.48	
L0557	Write replies to inspection reports	30.95	.70	.22	64.70	
A0022	Inventory law library publications	30.95	.70	.22	64.92	165
C0137	Draft charges and specifications for actions, other than court-martial actions	26.19	.83	.22	65.14	
C0178	Prepare or review Article 15, UCMJ, suspension actions	23.81	.91	.22	65.35	
C0182	Prepare or review court-martial actions of convening authorities	26.19	.82	.21	65.57	
J0475	Coordinate maintenance of equipment with appropriate agencies	26.19	.81	.21	65.78	
F0333	Maintain potential claims files	21.43	.99	.21	65.99	170
F0372	Process claims payment vouchers	28.57	.74	.21	66.21	
A0046	Schedule conferences	40.48	.52	.21	66.42	
F0338	Perform follow-up actions on G claims	19.05	1.11	.21	66.63	
C0253	Verify availability of court-martial or board members	26.19	.80	.21	66.84	
C0229	Request reports on individual personnel (RIPs)	26.19	.80	.21	67.05	175
C0243	Review RIPs for courts-martial	26.19	.80	.21	67.26	
C0173	Prepare or review Article 15, UCMJ, decision letters	21.43	.98	.21	67.47	
B0051	Assist in preparation of legal assistance cards	23.81	.88	.21	67.68	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	28.57	.73	.21	67.89	
L0506	Assign sponsors for newly assigned personnel	26.19	.79	.21	68.09	180
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	23.81	.87	.21	68.30	
C0225	Review charge sheets for accuracy and completeness	23.81	.86	.21	68.50	

C0193	Prepare or review flimsies	26.19	.78	.20	68.71
A0013	Dispose of law library publications	28.57	.71	.20	68.91

Number of Members: 42

GP0050

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0240	Review evidence to determine appropriateness for military justice actions	21.43	.94	.20	69.12	185
F0375	Process G claims	23.81	.84	.20	69.32	
F0345	Prepare claimant instruction packets	21.43	.94	.20	69.52	
C0233	Review AMJAMS strength reports	23.81	.84	.20	69.72	
L0522	Develop or establish work schedules	28.57	.70	.20	69.92	
B0071	Prepare documentation for off-duty employment applications	21.43	.93	.20	70.12	190
F0312	Annotate claims funds logs	21.43	.93	.20	70.32	
B0067	Prepare simple wills	28.57	.70	.20	70.52	
L0536	Initiate actions required due to substandard performance of personnel	30.95	.64	.20	70.72	
B0076	Prepare or review legal assistance reports	21.43	.92	.20	70.91	
A0018	Follow up on submitted travel vouchers	30.95	.63	.20	71.11	195
C0166	Prepare or process releases for court-martial or board members	21.43	.91	.20	71.30	
C0238	Review court-martial or board member information	21.43	.91	.19	71.50	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	23.81	.81	.19	71.69	
L0533	Evaluate maintenance or utilization of equipment, tools, parts, or workspace	21.43	.89	.19	71.88	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	23.81	.79	.19	72.07	200
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	23.81	.78	.19	72.26	
F0364	Prepare or review requests for claims funds	23.81	.78	.19	72.44	
H0435	Coordinate mobility or contingency requirements with appropriate agencies	23.81	.78	.19	72.63	
C0155	Prepare courtrooms for proceedings	23.81	.78	.19	72.81	
F0331	Maintain claims funds logs	21.43	.86	.18	73.00	205
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	21.43	.86	.18	73.18	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	23.81	.77	.18	73.37	
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	23.81	.77	.18	73.55	
L0517	Develop organizational or functional charts	23.81	.76	.18	73.73	
L0535	Initiate personnel action requests	26.19	.69	.18	73.91	210
E0301	Mark exhibits	28.57	.63	.18	74.09	
F0362	Prepare or review claims activity reports	19.05	.94	.18	74.27	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	21.43	.83	.18	74.45	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	21.43	.83	.18	74.62	
C0196	Prepare or review letters concerning submission of matters to convening authority	26.19	.68	.18	74.80	215
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	23.81	.74	.18	74.98	

C0151	Prepare administrative hold or release letters	23.81	.74	.18	75.15
C0220	Procure court-martial or board members	19.05	.92	.18	75.33

Number of Members: 42

GP0050

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	19.05	.92	.18	75.51	
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	16.67	1.05	.17	75.68	220
A0011	Coordinate adverse actions with base agencies	21.43	.81	.17	75.85	
L0519	Develop self-inspection or self-assessment program checklists	23.81	.73	.17	76.03	
L0543	Plan layouts of facilities	16.67	1.03	.17	76.20	
A0014	Dispose of obsolete or excess publications, other than law library	28.57	.59	.17	76.37	
C0192	Prepare or review discovery requests	21.43	.79	.17	76.54	225
H0450	Prepare Exercise Evaluation Team (EET) inputs	19.05	.88	.17	76.71	
F0391	Procure statements in support of claims	16.67	1.01	.17	76.88	
A0003	Brief or assist clients in filing electronic income tax returns	16.67	1.01	.17	77.04	
B0062	Interview clients for preparation of simple wills	23.81	.70	.17	77.21	
D0290	Schedule client appointments	16.67	.99	.16	77.38	230
F0395	Review completed claims files prior to payment	19.05	.86	.16	77.54	
C0168	Prepare or review amendments to court-martial convening orders	23.81	.69	.16	77.70	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	11.90	1.37	.16	77.87	
F0398	Review payments from claimants' insurers	21.43	.76	.16	78.03	
C0207	Process computer-generated AMJAMS reports for distribution	23.81	.68	.16	78.19	235
C0177	Prepare or review Article 15, UCMJ, set aside actions	23.81	.67	.16	78.35	
F0361	Prepare and process unearned transportation charges	16.67	.95	.16	78.51	
L0529	Evaluate inspection report findings or inspection procedures	23.81	.66	.16	78.67	
H0425	Analyze issues, such as deployment, contracting, or fiscal law	14.29	1.10	.16	78.82	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	23.81	.65	.16	78.98	240
C0190	Prepare or review delay requests	19.05	.82	.16	79.14	
D0263	Prepare or review case witness statements	19.05	.82	.16	79.29	
C0210	Process discovery requests	21.43	.72	.16	79.45	
L0508	Conduct safety and security briefings	19.05	.81	.15	79.60	
E0303	Procure photographs of physical evidence	23.81	.65	.15	79.76	245
C0234	Review appointment or assumption of command orders with appropriate agencies	21.43	.72	.15	79.91	

Number of Members: 33

GP0051

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	27.20	27.21
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	22.31	49.53
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	17.18	66.71
B	PERFORMING CIVIL LAW ACTIVITIES	62	10.38	77.10
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	10.01	87.11
K	PERFORMING TRAINING ACTIVITIES	21	3.85	90.97
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	3.29	94.26
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	2.89	97.15
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.22	98.37
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.06	99.43
E	PERFORMING COURT REPORTING ACTIVITIES	18	.57	100.00

Number of Members: 33

GP0051

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	87.88	1.66	1.46	1.46	
A0002	Answer customer service telephone calls	78.79	1.50	1.18	2.64	
A0007	Compose or type administrative correspondence	81.82	1.27	1.04	3.68	
A0045	Review suspense dates	72.73	1.27	.92	4.60	
A0038	Process incoming or outgoing electronic mail	63.64	1.43	.91	5.52	5
B0110	Witness execution of wills	75.76	1.18	.89	6.41	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	54.55	1.61	.88	7.28	
B0111	Witness signing of legal documents	75.76	1.11	.84	8.13	
B0065	Notarize documents	75.76	1.10	.83	8.96	
A0006	Compile statistical data	66.67	1.06	.71	9.67	10
B0064	Maintain notary logs	69.70	1.01	.70	10.37	
B0086	Prepare or review powers of attorney	72.73	.95	.69	11.06	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	60.61	1.12	.68	11.74	
B0053	Brief clients on powers of attorney	57.58	1.12	.65	12.39	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	60.61	1.04	.63	13.02	15
A0047	Schedule office appointments	57.58	1.03	.59	13.61	
B0109	Verify eligibility of clients for legal assistance	60.61	.95	.57	14.18	
C0140	Input AMJAMS data	45.45	1.26	.57	14.76	
A0030	Prepare briefings, other than professional military education (PME) briefings	60.61	.94	.57	15.33	
F0319	Brief claimants on claims filing procedures	42.42	1.32	.56	15.89	20
B0051	Assist in preparation of legal assistance cards	54.55	1.00	.55	16.43	
F0310	Adjudicate claims	36.36	1.48	.54	16.97	
B0059	Conduct will executions	48.48	1.09	.53	17.50	
C0139	Edit AMJAMS products	42.42	1.24	.52	18.02	
A0049	Sort and distribute incoming mail	66.67	.79	.52	18.55	25
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	36.36	1.39	.50	19.05	

A0041	Refer clients to other supportive agencies	69.70	.72	.50	19.55
A0032	Prepare conference areas for briefings or meetings	63.64	.78	.50	20.05

Number of Members: 33

GP0051

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	33.33	1.49	.50	20.55	
F0316	Assert carrier recovery claims	36.36	1.34	.49	21.04	30
F0320	Close out claims	39.39	1.20	.47	21.51	
F0311	Analyze claims management data listings or reports	45.45	1.02	.46	21.97	
K0487	Conduct on-the-job training (OJT)	42.42	1.07	.45	22.42	
F0341	Perform follow-up actions on personnel claims	33.33	1.34	.45	22.87	
L0516	Determine or establish work assignments or priorities	39.39	1.14	.45	23.32	35
F0314	Assemble claims files	36.36	1.23	.45	23.77	
F0321	Conduct claims inspections	36.36	1.22	.44	24.21	
I0471	Maintain administrative files	36.36	1.20	.44	24.65	
F0363	Prepare or review demand on carrier or contractor	36.36	1.20	.43	25.08	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	39.39	1.10	.43	25.51	40
K0499	Maintain training records or files	45.45	.95	.43	25.95	
L0555	Write or indorse military performance reports	33.33	1.29	.43	26.38	
B0063	Maintain legal assistance records	36.36	1.17	.42	26.80	
B0052	Assist in preparation of Legal Information Online System (LIONS)	30.30	1.40	.42	27.22	
F0315	Assemble investigative files on potential claims	36.36	1.16	.42	27.65	45
L0511	Conduct supervisory performance feedback sessions	33.33	1.27	.42	28.07	
F0347	Prepare claims inspection memorandums	33.33	1.24	.41	28.48	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	36.36	1.11	.40	28.89	
F0384	Process reconsiderations from claimants	36.36	1.09	.40	29.28	
F0348	Prepare claims labels	33.33	1.18	.39	29.68	50
F0335	Perform claims legal research	36.36	1.08	.39	30.07	
C0233	Review AMJAMS strength reports	39.39	.99	.39	30.46	
C0121	Complete court-martial processing checklist procedures	39.39	.99	.39	30.85	
F0372	Process claims payment vouchers	30.30	1.28	.39	31.24	
L0514	Counsel subordinates concerning personal matters	30.30	1.27	.39	31.62	55
F0325	Determine claims jurisdiction	39.39	.97	.38	32.01	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	39.39	.96	.38	32.38	
F0383	Process rebuttals from carriers	33.33	1.13	.38	32.76	
F0337	Perform follow-up actions on carrier recovery claims	33.33	1.13	.38	33.14	
L0537	Inspect personnel for compliance with military standards	27.27	1.37	.37	33.51	60
F0360	Prepare vouchers for payment of claims	33.33	1.12	.37	33.89	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	33.33	1.12	.37	34.26	
F0324	Determine chapter for claims	39.39	.94	.37	34.63	
L0541	Manage IMPAC card programs	21.21	1.72	.37	34.99	
L0556	Write recommendations for awards or decorations	33.33	1.10	.37	35.36	65
F0369	Process carrier recovery claims for settlements	30.30	1.20	.36	35.72	
A0001	Administer client questionnaires	45.45	.80	.36	36.09	
C0170	Prepare or review Article 15, UCMJ, appeal actions	36.36	.98	.36	36.45	
F0348	Prepare DD Forms 1131 (Cash Collection Voucher)	33.33	1.07	.36	36.80	

C0137	Draft charges and specifications for actions, other than court-martial actions	30.30	1.14	.35	37.15	70
C0175	Prepare or review Article 15, UCMJ, punishments	33.33	1.03	.34	37.49	

Number of Members: 33

GP0051

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0148	Notify participants of courts-martial or boards	33.33	1.03	.34	37.84	
C0172	Prepare or review Article 15, UCMJ, base activity reports	36.36	.94	.34	38.18	
A0015	Dispose of unclassified files	51.52	.66	.34	38.52	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	30.30	1.12	.34	38.86	75
A0028	Make lodging or transportation arrangements	39.39	.86	.34	39.20	
L0531	Evaluate personnel for compliance with performance standards	30.30	1.10	.33	39.54	
F0380	Process personnel claims, other than for clothing	30.30	1.10	.33	39.87	
F0403	Verify identity of claimants	33.33	1.00	.33	40.20	
A0033	Prepare letters of appointment	51.52	.64	.33	40.53	80
L0550	Schedule personnel TDY assignments, leaves, or passes	27.27	1.21	.33	40.86	
K0497	Evaluate progress of trainees	30.30	1.09	.33	41.19	
F0340	Perform follow-up actions on incomplete mail-in claims	33.33	.96	.32	41.51	
F0344	Prepare carrier recovery claims for setoffs	33.33	.95	.32	41.83	
F0370	Process carrier recovery insurance claims	30.30	1.04	.31	42.15	85
F0345	Prepare claimant instruction packets	33.33	.94	.31	42.46	
C0171	Prepare or review Article 15, UCMJ, appellate actions	30.30	1.03	.31	42.77	
C0136	Distribute court-martial records of trials to reviewing authorities	33.33	.93	.31	43.08	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	33.33	.92	.31	43.39	
C0207	Process computer-generated AMJAMS reports for distribution	30.30	1.02	.31	43.69	90
F0402	Transfer claims using AFCIMS	33.33	.92	.31	44.00	
F0333	Maintain potential claims files	30.30	1.01	.31	44.31	
C0179	Prepare or review Article 15, UCMJ, vacation actions	33.33	.91	.30	44.61	
K0489	Determine training requirements	36.36	.83	.30	44.91	
C0198	Prepare or review proposed court-martial member lists	36.36	.83	.30	45.21	95
C0229	Request reports on individual personnel (RIPs)	36.36	.82	.30	45.51	
L0545	Prepare recommendation or non-recommendation retraining package	21.21	1.40	.30	45.81	
C0205	Process Article 15, UCMJ, appeal actions	30.30	.98	.30	46.10	
C0120	Complete Article 15, UCMJ, processing checklist procedures	33.33	.89	.30	46.40	
A0021	Inventory equipment or supplies	45.45	.65	.29	46.70	100
C0185	Prepare or review court-martial promulgating orders	33.33	.88	.29	46.99	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	42.42	.68	.29	47.28	
A0024	Log or suspense incoming correspondence	39.39	.73	.29	47.56	
K0488	Counsel trainees on training progress	30.30	.94	.28	47.85	
B0058	Conduct will briefings	21.21	1.34	.28	48.13	105
C0186	Prepare or review DD Forms 2707 (Confinement Order)	33.33	.84	.28	48.41	
F0361	Prepare and process unearned transportation charges	27.27	1.03	.28	48.69	
C0155	Prepare courtrooms for proceedings	27.27	1.02	.28	48.97	

C0244	Review security forces blotters for potential disciplinary actions	30.30	.92	.28	49.25
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Number of Members: 33

GP0051

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0138	Draft charges and specifications for court-martial actions	24.24	1.14	.28	49.53	110
F0357	Prepare seven-point memorandums	30.30	.91	.28	49.80	
F0322	Conduct claims investigations	30.30	.91	.27	50.08	
A0019	Hand-carry priority communications or documents to internal action offices	42.42	.65	.27	50.35	
A0025	Maintain law library resources	24.24	1.13	.27	50.62	
F0346	Prepare claims for transmittal	27.27	1.00	.27	50.90	115
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	27.27	1.00	.27	51.17	
C0119	Compile Article 15, UCMJ, supportive evidence	33.33	.81	.27	51.44	
C0178	Prepare or review Article 15, UCMJ, suspension actions	33.33	.81	.27	51.71	
C0235	Review charge sheets for accuracy and completeness	30.30	.89	.27	51.98	
C0149	Perform military justice legal research	30.30	.88	.27	52.25	120
L0509	Conduct self-inspections or self-assessments	33.33	.80	.27	52.51	
A0026	Maintain office computer systems	27.27	.97	.26	52.78	
F0381	Process personnel clothing claims	27.27	.96	.26	53.04	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	24.24	1.07	.26	53.30	
F0338	Perform follow-up actions on G claims	30.30	.86	.26	53.56	125
C0184	Prepare or review court-martial convening orders	30.30	.85	.26	53.82	
C0118	Brief organizations on Article 15, UCMJ, procedures	30.30	.85	.26	54.07	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	30.30	.85	.26	54.33	
K0491	Develop training programs, plans, or procedures	33.33	.77	.26	54.59	
C0253	Verify availability of court-martial or board members	27.27	.94	.26	54.84	130
A0012	Develop local office programs for computers, such as spreadsheets	33.33	.76	.25	55.10	
F0362	Prepare or review claims activity reports	24.24	1.05	.25	55.35	
A0010	Conduct witness interviews	39.39	.64	.25	55.61	
A0008	Conduct client interviews, other than for preparation of simple wills	30.30	.83	.25	55.86	
L0554	Write or indorse civilian performance appraisals	12.12	2.06	.25	56.11	135
C0219	Procure convening authority approval of expert witnesses	24.24	1.02	.25	56.35	
K0493	Develop or procure training materials or aids	33.33	.74	.25	56.60	
F0332	Maintain disaster response kits	36.36	.68	.25	56.85	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	21.21	1.15	.24	57.09	
F0375	Process G claims	30.30	.80	.24	57.33	140
C0176	Prepare or review Article 15, UCMJ, remission actions	30.30	.80	.24	57.57	
C0225	Request civilian witnesses for courts-martial	27.27	.88	.24	57.81	
F0317	Assert government (G) claims	30.30	.79	.24	58.05	
F0313	Approve claims	33.33	.72	.24	58.29	
C0135	Distribute court-martial orders	30.30	.79	.24	58.53	145
F0388	Review payments from claimant's insurers	27.27	.88	.24	58.77	

L0522	Develop or establish work schedules	27.27	.88	.24	59.01
C0251	Suspense or follow up on military justice actions	27.27	.87	.24	59.25
C0228	Request records of prior disciplinary actions	30.30	.78	.24	59.49

Number of Members: 33

GP0051

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	30.30	.78	.24	59.72	150
F0365	Prepare or review settlement agreements	27.27	.86	.23	59.96	
F0331	Maintain claims funds logs	24.24	.96	.23	60.19	
A0018	Follow up on submitted travel vouchers	36.36	.64	.23	60.42	
F0374	Process federal tort claims	27.27	.85	.23	60.66	
L0505	Assign personnel to work areas or duty positions	27.27	.85	.23	60.89	155
L0513	Conduct supervisory orientations for newly assigned personnel	27.27	.85	.23	61.12	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	24.24	.95	.23	61.35	
L0538	Interpret policies, directives, or procedures for subordinates	21.21	1.09	.23	61.58	
K0496	Evaluate effectiveness of training programs, plans, or procedures	24.24	.95	.23	61.81	
C0151	Prepare administrative hold or release letters	30.30	.76	.23	62.04	160
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	27.27	.83	.23	62.26	
C0173	Prepare or review Article 15, UCMJ, decision letters	24.24	.93	.23	62.49	
F0401	Suspense payment vouchers	21.21	1.06	.23	62.72	
F0312	Annotate claims funds logs	27.27	.83	.23	62.94	
F0399	Review security forces blotters for potential claims	33.33	.67	.22	63.17	165
A0022	Inventory law library publications	24.24	.92	.22	63.39	
F0334	Negotiate claims settlements	27.27	.82	.22	63.61	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	24.24	.92	.22	63.84	
C0177	Prepare or review Article 15, UCMJ, set aside actions	30.30	.74	.22	64.06	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	24.24	.92	.22	64.28	170
F0327	Edit claims management products	27.27	.82	.22	64.51	
C0116	Assist with pretrial confinement hearings	30.30	.73	.22	64.73	
H0460	Review UTC requirements	15.15	1.46	.22	64.95	
C0243	Review RIPs for courts-martial	30.30	.73	.22	65.17	
C0168	Prepare or review amendments to court-martial convening orders	30.30	.71	.22	65.39	175
L0521	Develop or establish work methods or procedures	27.27	.79	.22	65.60	
F0326	Develop claims checklists	27.27	.79	.22	65.82	
C0157	Prepare findings worksheets	27.27	.79	.22	66.03	
C0220	Procure court-martial or board members	24.24	.89	.22	66.25	
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	24.24	.89	.21	66.46	180
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	24.24	.88	.21	66.68	
L0527	Establish performance standards for subordinates	24.24	.88	.21	66.89	
A0046	Schedule conferences	22.22	.64	.21	67.11	

C0174	Prepare or review Article 15, UCMJ, mitigation actions	30.30	.70	.21	67.32	
C0246	Review unfavorable information files (UIFs)	21.21	.99	.21	67.53	185

Number of Members: 33

GP0051

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
I0472	Maintain or update status indicators, such as boards, graphs, or charts	24.24	.87	.21	67.74	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	24.24	.87	.21	67.95	
A0011	Coordinate adverse actions with base agencies	18.18	1.15	.21	68.16	
A0035	Prepare witness travel orders	27.27	.76	.21	68.37	
C0230	Request witness fundings	24.24	.86	.21	68.57	190
D0261	Prepare or review Article 15 responses	18.18	1.14	.21	68.78	
F0395	Review completed claims files prior to payment	24.24	.85	.21	68.99	
C0211	Process excess leave documentation	27.27	.75	.20	69.19	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	30.30	.67	.20	69.39	
F0391	Procure statements in support of claims	21.21	.96	.20	69.60	195
L0539	Interview potential paralegal retrainees	18.18	1.11	.20	69.80	
J0478	Identify and report equipment or supply problems	27.27	.74	.20	70.00	
A0013	Dispose of law library publications	24.24	.83	.20	70.20	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	24.24	.82	.20	70.40	
C0223	Procure and brief individuals for bailiff duties	30.30	.66	.20	70.60	200
L0552	Write job or position descriptions	21.21	.94	.20	70.80	
I0469	Initiate requests for temporary duty (TDY) orders	18.18	1.09	.20	71.00	
C0227	Request military witnesses for courts-martial	21.21	.93	.20	71.19	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	21.21	.92	.20	71.39	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	24.24	.81	.20	71.58	205
L0535	Initiate personnel action requests	21.21	.92	.19	71.78	
C0208	Process court-martial promulgating orders	21.21	.92	.19	71.97	
K0498	Inspect training materials or aids for operation or suitability	21.21	.91	.19	72.17	
F0397	Review direct procurement method (DPM) contracts	27.27	.71	.19	72.36	
C0238	Review court-martial or board member information	21.21	.91	.19	72.55	210
H0431	Conduct LOAC briefings	27.27	.70	.19	72.74	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	24.24	.78	.19	72.93	
L0510	Conduct staff assistance visits, inspections, or audits	12.12	1.54	.19	73.12	
C0130	Coordinate witness fundings with appropriate agencies	27.27	.68	.19	73.31	
F0364	Prepare or review requests for claims funds	24.24	.77	.19	73.49	215
C0163	Prepare trial folders	27.27	.68	.19	73.68	
C0206	Process Article 32, UCMJ, investigations	24.24	.76	.18	73.86	
C0131	Copy records of trial	24.24	.75	.18	74.04	
C0217	Process witness payment vouchers	21.21	.85	.18	74.22	
C0164	Prepare witness payment vouchers	24.24	.74	.18	74.40	220
D0256	Coordinate case loads with base law office personnel	15.15	1.19	.18	74.58	
K0484	Brief personnel concerning training programs, such as	24.24	.74	.18	74.76	

Career Field Education and Training Plans (CFETPs) or
Career Development Courses (CDCs)

B0066

Prepare miscellaneous legal reviews

21.21

.85

.18

74.94

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Number of Members: 33

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0542	Perform personnel hiring procedures	18.18	.99	.18	75.12	
F0323	Coordinate claims with other investigative agencies	24.24	.74	.18	75.30	225
C0197	Prepare or review pretrial confinement hearing reports	24.24	.73	.18	75.48	
C0166	Prepare or process releases for court-martial or board members	24.24	.73	.18	75.66	
H0430	Compute OPLAN requirements status listings	9.09	1.94	.18	75.83	
C0212	Process post-trial materials submitted by accused	24.24	.72	.18	76.01	
F0379	Process nonappropriated funds claims	21.21	.83	.18	76.19	230
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	21.21	.83	.18	76.36	
C0183	Prepare or review court-martial base activities reports	21.21	.82	.17	76.54	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	21.21	.82	.17	76.71	
C0147	Monitor and report on special interest cases	27.27	.64	.17	76.88	
C0156	Prepare excess leave documentation	24.24	.71	.17	77.06	235
C0192	Prepare or review discovery requests	21.21	.81	.17	77.23	
B0076	Prepare or review legal assistance reports	21.21	.81	.17	77.40	
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	24.24	.70	.17	77.57	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	21.21	.80	.17	77.74	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	18.18	.93	.17	77.91	240
L0506	Assign sponsors for newly assigned personnel	15.15	1.11	.17	78.08	
F0328	Follow up on other investigative agencies' investigations	24.24	.69	.17	78.25	
C0162	Prepare sentencing worksheets	24.24	.69	.17	78.41	
B0090	Prepare or review preventive law newspaper articles	18.18	.92	.17	78.58	
B0075	Prepare or review general investigative reports	21.21	.79	.17	78.75	245
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	21.21	.79	.17	78.91	
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	24.24	.69	.17	79.08	
C0222	Procure physical evidence for trials	27.27	.61	.17	79.25	
L0536	Initiate actions required due to substandard performance of personnel	15.15	1.08	.16	79.41	
C0132	Develop Article 15, UCMJ, processing checklists	21.21	.77	.16	79.57	250
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	18.18	.90	.16	79.74	
B0089	Prepare or review preventive law newsletters	15.15	1.06	.16	79.90	

Number of Members: 57

GP0052

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	39.18	39.18
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	13.08	52.26
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	13.00	65.27
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	9.86	75.13
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	8.98	84.11
B	PERFORMING CIVIL LAW ACTIVITIES	62	4.75	88.86
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	4.54	93.40
K	PERFORMING TRAINING ACTIVITIES	21	2.53	95.93
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	2.29	98.23
E	PERFORMING COURT REPORTING ACTIVITIES	18	1.22	99.44
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	.29	99.73
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.27	100.00

Number of Members: 57

GP0052

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0007	Compose or type administrative correspondence	92.98	3.82	3.56	3.56	
A0002	Answer customer service telephone calls	77.19	3.78	2.92	6.47	
A0044	Retrieve data using computers	84.21	3.22	2.71	9.18	
A0038	Process incoming or outgoing electronic mail	78.95	2.41	1.90	11.08	
I0471	Maintain administrative files	64.91	2.81	1.82	12.91	5
A0048	Search directives, files, or legal references for information, such as opinions or decisions	63.16	2.73	1.72	14.63	
A0006	Compile statistical data	78.95	2.16	1.71	16.34	
A0049	Sort and distribute incoming mail	75.44	1.91	1.44	17.78	
A0045	Review suspense dates	59.65	2.21	1.32	19.10	
A0030	Prepare briefings, other than professional military education (PME) briefings	73.68	1.73	1.27	20.37	10
A0047	Schedule office appointments	57.89	1.90	1.10	21.47	
A0026	Maintain office computer systems	66.67	1.65	1.10	22.57	
A0024	Log or suspense incoming correspondence	54.39	1.99	1.08	23.65	
A0028	Make lodging or transportation arrangements	66.67	1.62	1.08	24.73	
A0041	Refer clients to other supportive agencies	68.42	1.50	1.03	25.76	15
I0472	Maintain or update status indicators, such as boards, graphs, or charts	29.82	3.25	.97	26.73	
A0018	Follow up on submitted travel vouchers	56.14	1.70	.95	27.69	
D0261	Prepare or review Article 15 responses	43.86	1.95	.86	28.54	
A0021	Inventory equipment or supplies	68.42	1.21	.83	29.37	
C0140	Input AMJAMS data	17.54	4.64	.81	30.19	20
D0290	Schedule client appointments	45.61	1.75	.80	30.99	
A0008	Conduct client interviews, other than for preparation of simple wills	45.61	1.65	.75	31.74	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	49.12	1.52	.75	32.48	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	56.14	1.32	.74	33.23	
D0260	Prepare or review administrative actions, such as	43.11	1.74	.73	33.96	25

Letters of Reprimand (LORs), Letters of Admonishment
(LOAs), and Letters of Counseling (LOCs)

Number of Members: 57

GP0052

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
D0265	Prepare or review client responses for discharge actions	40.35	1.80	.73	34.69	
L0541	Manage IMPAC card programs	45.61	1.59	.72	35.41	
D0258	Establish eligibility of clients for defense services	45.61	1.58	.72	36.13	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	31.58	2.23	.71	36.84	
A0032	Prepare conference areas for briefings or meetings	50.88	1.35	.69	37.52	30
D0266	Prepare or review client statements	40.35	1.65	.67	38.19	
A0023	Inventory network resource allocation management system (NetRAMS)	64.91	.98	.63	38.83	
I0469	Initiate requests for temporary duty (TDY) orders	38.60	1.60	.62	39.44	
D0281	Prepare or review requests for delay actions	43.86	1.40	.61	40.05	
A0025	Maintain law library resources	57.89	1.05	.61	40.66	35
A0033	Prepare letters of appointment	54.39	1.12	.61	41.27	
A0012	Develop local office programs for computers, such as spreadsheets	47.37	1.27	.60	41.87	
D0259	Maintain defense counsel case dockets	38.60	1.56	.60	42.47	
A0036	Process administrative orders	42.11	1.43	.60	43.07	
K0487	Conduct on-the-job training (OJT)	28.07	2.10	.59	43.66	40
A0046	Schedule conferences	43.86	1.34	.59	44.25	
A0010	Conduct witness interviews	45.61	1.28	.58	44.83	
L0516	Determine or establish work assignments or priorities	33.33	1.74	.58	45.41	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	61.40	.94	.58	45.98	
D0264	Prepare or review client assistance records	31.58	1.69	.53	46.52	45
A0022	Inventory law library publications	57.89	.91	.53	47.04	
A0027	Maintain suspense files of newly purchased materials	43.86	1.20	.53	47.57	
C0123	Conduct First Term Airman Course (FTAC) briefings	40.35	1.28	.52	48.09	
C0139	Edit AMJAMS products	12.28	4.04	.50	48.58	
A0011	Coordinate adverse actions with base agencies	35.09	1.40	.49	49.07	50
D0272	Prepare or review office activity reports	36.84	1.31	.48	49.56	
A0015	Dispose of unclassified files	57.89	.83	.48	50.03	
A0001	Administer client questionnaires	40.35	1.14	.46	50.50	
L0556	Write recommendations for awards or decorations	19.30	2.39	.46	50.96	
D0263	Prepare or review case witness statements	29.82	1.52	.45	51.41	55
L0524	Draft or review budget requirements	35.09	1.29	.45	51.86	
L0538	Interpret policies, directives, or procedures for subordinates	21.05	2.13	.45	52.31	
A0013	Dispose of law library publications	56.14	.79	.45	52.76	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	19.30	2.30	.44	53.20	
J0478	Identify and report equipment or supply problems	36.84	1.16	.43	53.63	60
D0255	Conduct initial reviews of adverse actions	29.82	1.42	.42	54.05	
L0550	Schedule personnel TDY assignments, leaves, or passes	24.56	1.72	.42	54.48	
L0555	Write or indorse military performance reports	15.79	2.62	.41	54.89	
E0225	Perform claims legal research	15.79	2.57	.41	55.30	

D0257	Coordinate individual case dockets with legal office or circuit courts	29.82	1.35	.40	55.70	65
A0009	Conduct random spot-checks of law library	50.88	.77	.39	56.09	

Number of Members: 57

GP0052

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0514	Counsel subordinates concerning personal matters	17.54	2.19	.38	56.47	
J0481	Maintain organizational equipment or supply records	36.84	1.04	.38	56.85	
L0521	Develop or establish work methods or procedures	33.33	1.13	.38	57.23	
E0301	Mark exhibits	36.84	1.01	.37	57.60	70
C0190	Prepare or review delay requests	31.58	1.18	.37	57.98	
D0254	Compile investigative materials	31.58	1.16	.37	58.34	
A0014	Dispose of obsolete or excess publications, other than law library	49.12	.74	.36	58.71	
A0029	Post changes to publications	43.86	.82	.36	59.06	
F0313	Approve claims	15.79	2.26	.36	59.42	75
F0320	Close out claims	14.04	2.45	.34	59.76	
B0109	Verify eligibility of clients for legal assistance	28.07	1.22	.34	60.11	
F0402	Transfer claims using AFCIMS	14.04	2.44	.34	60.45	
B0056	Conduct preventive law briefings	28.07	1.22	.34	60.79	
A0017	Establish reading files	40.35	.84	.34	61.13	80
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	40.35	.83	.34	61.47	
C0126	Coordinate individual case dockets with defense council circuit	14.04	2.38	.33	61.80	
A0019	Hand-carry priority communications or documents to internal action offices	29.82	1.11	.33	62.13	
J0475	Coordinate maintenance of equipment with appropriate agencies	36.84	.90	.33	62.46	
F0337	Perform follow-up actions on carrier recovery claims	14.04	2.34	.33	62.79	85
F0383	Process rebuttals from carriers	14.04	2.32	.33	63.12	
C0163	Prepare trial folders	22.81	1.40	.32	63.43	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	24.56	1.29	.32	63.75	
B0064	Maintain notary logs	33.33	.95	.32	64.07	
D0283	Prepare or review requests for individual military defense counsel	31.58	.99	.31	64.38	90
B0065	Notarize documents	36.84	.84	.31	64.69	
D0276	Prepare or review post-trial clemency evaluations	26.32	1.18	.31	65.00	
A0042	Request building or grounds maintenance	40.35	.76	.31	65.30	
B0063	Maintain legal assistance records	19.30	1.58	.30	65.61	
D0268	Prepare or review defense paralegal (DP) training reports	29.82	1.02	.30	65.91	95
K0503	Write training reports	10.53	2.85	.30	66.21	
C0170	Prepare or review Article 15, UCMJ, appeal actions	21.05	1.38	.29	66.50	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	21.05	1.37	.29	66.79	
B0053	Brief clients on powers of attorney	28.07	1.01	.28	67.07	
F0316	Assert carrier recovery claims	12.28	2.26	.28	67.35	100
F0334	Negotiate claims settlements	12.28	2.25	.28	67.63	
C0192	Prepare or review discovery requests	28.07	.98	.28	67.90	
D0262	Prepare or review case summary reports	21.05	1.26	.26	68.17	

J0477	Evaluate serviceability of equipment, tools, parts, or supplies	31.58	.84	.26	68.43
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Number of Members: 57

GP0052

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0510	Conduct staff assistance visits, inspections, or audits	17.54	1.50	.26	68.69	105
K0499	Maintain training records or files	19.30	1.35	.26	68.95	
F0370	Process carrier recovery insurance claims	12.28	2.13	.26	69.22	
L0531	Evaluate personnel for compliance with performance standards	17.54	1.48	.26	69.48	
C0149	Perform military justice legal research	22.81	1.12	.26	69.73	
F0363	Prepare or review demand on carrier or contractor	12.28	2.09	.26	69.99	110
F0310	Adjudicate claims	14.04	1.81	.25	70.24	
B0086	Prepare or review powers of attorney	24.56	1.03	.25	70.49	
D0288	Prepare or review witness affidavits	26.32	.96	.25	70.75	
D0271	Prepare or review motions	24.56	1.02	.25	71.00	
D0256	Coordinate case loads with base law office personnel	24.56	1.02	.25	71.25	115
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	12.28	2.03	.25	71.50	
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	21.05	1.17	.25	71.75	
L0505	Assign personnel to work areas or duty positions	15.79	1.56	.25	71.99	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	10.53	2.32	.24	72.24	
D0289	Process request for defense witnesses	26.32	.90	.24	72.47	120
L0504	Annotate time and attendance sheets for civilian employees	12.28	1.90	.23	72.71	
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	26.32	.88	.23	72.94	
D0269	Prepare or review deferment of forfeitures or reduction in grade	33.33	.70	.23	73.17	
F0341	Perform follow-up actions on personnel claims	10.53	2.19	.23	73.40	
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	22.81	1.01	.23	73.63	125
D0278	Prepare or review reenlistment denials	28.07	.81	.23	73.86	
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	14.04	1.60	.22	74.08	
B0111	Witness signing of legal documents	17.54	1.27	.22	74.31	
C0114	Arrange for service appellate court decisions on accused	5.26	4.24	.22	74.53	
F0369	Process carrier recovery claims for settlements	10.53	2.11	.22	74.75	130
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	14.04	1.56	.22	74.97	
K0489	Determine training requirements	17.54	1.25	.22	75.19	
C0214	Process requests for individual military defense counsel	21.05	1.03	.22	75.41	
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	22.81	.95	.22	75.63	
C0247	Serve appellate court decisions on accused	3.51	6.18	.22	75.84	135

C0178	Prepare or review Article 15, UCMJ, suspension actions	17.54	1.22	.21	76.06
K0491	Develop training programs, plans, or procedures	14.04	1.51	.21	76.27
L0522	Develop or establish work schedules	22.81	.92	.21	76.48

Number of Members: 57

GP0052

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0340	Perform follow-up actions on incomplete mail-in claims	8.77	2.39	.21	76.69	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	19.30	1.06	.21	76.89	140
C0229	Request reports on individual personnel (RIPs)	14.04	1.46	.20	77.10	
C0176	Prepare or review Article 15, UCMJ, remission actions	15.79	1.28	.20	77.30	
A0016	Establish law library publications checkout procedures	31.58	.64	.20	77.50	
C0179	Prepare or review Article 15, UCMJ, vacation actions	15.79	1.27	.20	77.70	
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	17.54	1.14	.20	77.90	145
C0175	Prepare or review Article 15, UCMJ, punishments	15.79	1.27	.20	78.10	
F0365	Prepare or review settlement agreements	8.77	2.26	.20	78.30	
B0110	Witness execution of wills	12.28	1.60	.20	78.50	
B0051	Assist in preparation of legal assistance cards	15.79	1.23	.19	78.69	
D0279	Prepare or review report of survey determinations	28.07	.69	.19	78.89	150
E0292	Assemble documentation for administrative board actions	21.05	.91	.19	79.08	
F0384	Process reconsiderations from claimants	12.28	1.56	.19	79.27	
D0284	Prepare or review responses to miscellaneous legal reviews	21.05	.91	.19	79.46	
K0497	Evaluate progress of trainees	15.79	1.21	.19	79.65	
C0118	Brief organizations on Article 15, UCMJ, procedures	21.05	.90	.19	79.84	155

Number of Members: 15

GP0058

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted	Cumulative Average Percent Time Spent by All Members
			Average Percent Time Spent by All Members	
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	32.62	32.63
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	26.17	58.81
B	PERFORMING CIVIL LAW ACTIVITIES	62	18.93	77.74
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	15.58	93.32
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	2.08	95.40
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	1.50	96.90
K	PERFORMING TRAINING ACTIVITIES	21	.92	97.82
E	PERFORMING COURT REPORTING ACTIVITIES	18	.79	98.61
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	.52	99.13
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.51	99.64
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	.25	99.90
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.10	100.00

Number of Members: 15

GP0058

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	73.33	2.74	2.01	2.01	
B0065	Notarize documents	86.67	2.24	1.94	3.95	
B0086	Prepare or review powers of attorney	86.67	2.17	1.88	5.83	
B0064	Maintain notary logs	86.67	2.11	1.83	7.66	
A0002	Answer customer service telephone calls	66.67	2.55	1.70	9.36	5
B0110	Witness execution of wills	73.33	2.27	1.66	11.03	
B0053	Brief clients on powers of attorney	80.00	1.94	1.55	12.58	
B0109	Verify eligibility of clients for legal assistance	66.67	1.98	1.32	13.90	
A0007	Compose or type administrative correspondence	46.67	2.79	1.30	15.20	
A0006	Compile statistical data	46.67	2.55	1.19	16.39	10
B0054	Compile administrative involuntary discharge files	26.67	4.05	1.08	17.47	
A0038	Process incoming or outgoing electronic mail	60.00	1.76	1.05	18.52	
B0063	Maintain legal assistance records	33.33	3.08	1.03	19.55	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	33.33	3.07	1.02	20.57	
B0059	Conduct will executions	46.67	2.19	1.02	21.59	15
A0011	Coordinate adverse actions with base agencies	33.33	2.84	.95	22.54	
B0051	Assist in preparation of legal assistance cards	40.00	2.30	.92	23.46	
F0320	Close out claims	33.33	2.57	.86	24.32	
B0052	Assist in preparation of Legal Information Online System (LIONS)	40.00	2.13	.85	25.17	
B0111	Witness signing of legal documents	60.00	1.41	.84	26.02	20
F0314	Assemble claims files	33.33	2.43	.81	26.83	
C0140	Input AMJAMS data	40.00	1.97	.79	27.62	
A0041	Refer clients to other supportive agencies	46.67	1.64	.76	28.38	
C0121	Complete court-martial processing checklist procedures	40.00	1.89	.76	29.14	
F0316	Assert carrier recovery claims	33.33	2.26	.75	29.89	25
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	26.67	2.80	.75	30.64	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	40.00	1.85	.74	31.38	
F0348	Prepare DD Forms 1131 (Cash Collection Voucher)	33.33	2.18	.73	32.11	

F0360	Prepare vouchers for payment of claims	33.33	2.19	.73	32.84	
F0310	Adjudicate claims	26.67	2.65	.71	33.55	30
C0246	Review unfavorable information files (UIFs)	26.67	2.63	.70	34.25	

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Number of Members: 15

GP0058

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0348	Prepare claims labels	33.33	2.09	.70	34.94	
F0337	Perform follow-up actions on carrier recovery claims	33.33	2.05	.68	35.63	
C0229	Request reports on individual personnel (RIPs)	33.33	2.05	.68	36.31	
F0403	Verify identity of claimants	33.33	2.04	.68	36.99	35
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	33.33	2.02	.67	37.66	
F0383	Process rebuttals from carriers	33.33	2.00	.67	38.33	
C0198	Prepare or review proposed court-martial member lists	40.00	1.65	.66	38.99	
C0138	Draft charges and specifications for court-martial actions	33.33	1.91	.64	39.62	
F0319	Brief claimants on claims filing procedures	26.67	2.33	.62	40.25	40
F0372	Process claims payment vouchers	26.67	2.33	.62	40.87	
C0151	Prepare administrative hold or release letters	33.33	1.83	.61	41.48	
F0384	Process reconsiderations from claimants	33.33	1.83	.61	42.09	
C0235	Review charge sheets for accuracy and completeness	33.33	1.80	.60	42.69	
C0148	Notify participants of courts-martial or boards	33.33	1.80	.60	43.29	45
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	33.33	1.79	.60	43.88	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	33.33	1.79	.60	44.48	
C0243	Review RIPs for courts-martial	26.67	2.19	.58	45.06	
A0047	Schedule office appointments	33.33	1.72	.57	45.64	
C0230	Request witness fundings	33.33	1.68	.56	46.20	50
C0139	Edit AMJAMS products	26.67	2.10	.56	46.75	
C0175	Prepare or review Article 15, UCMJ, punishments	40.00	1.39	.56	47.31	
A0030	Prepare briefings, other than professional military education (PME) briefings	53.33	1.03	.55	47.86	
C0120	Complete Article 15, UCMJ, processing checklist procedures	40.00	1.37	.55	48.41	
C0195	Prepare or review invitational travel orders	26.67	2.03	.54	48.95	55
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	13.33	4.05	.54	49.49	
F0341	Perform follow-up actions on personnel claims	33.33	1.60	.53	50.02	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	26.67	1.95	.52	50.54	
F0321	Conduct claims inspections	33.33	1.52	.51	51.05	
F0380	Process personnel claims, other than for clothing	26.67	1.87	.50	51.55	60
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	20.00	2.48	.50	52.04	
C0155	Prepare courtrooms for proceedings	33.33	1.44	.48	52.52	
F0333	Maintain potential claims files	26.67	1.77	.47	52.99	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	33.33	1.39	.46	53.46	
C0203	Prepare or review stipulations	26.67	1.72	.46	53.92	65
F0322	Conduct claims investigations	26.67	1.72	.46	54.37	
F0381	Process personnel clothing claims	26.67	1.71	.46	54.83	
F0311	Analyze claims management data listings or reports	20.00	2.27	.45	55.28	

F0315	Assemble investigative files on potential claims	26.67	1.70	.45	55.74	
F0345	Prepare claimant instruction packets	33.33	1.36	.45	56.19	70
C0132	Develop Article 15, UCMJ, processing checklists	33.33	1.36	.45	56.64	

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Number of Members: 15

GP0058

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0347	Prepare claims inspection memorandums	26.67	1.70	.45	57.10	
F0402	Transfer claims using AFCIMS	33.33	1.35	.45	57.55	
C0118	Brief organizations on Article 15, UCMJ, procedures	33.33	1.31	.44	57.98	
F0395	Review completed claims files prior to payment	26.67	1.56	.41	58.40	75
F0312	Annotate claims funds logs	20.00	2.06	.41	58.81	
A0010	Conduct witness interviews	33.33	1.23	.41	59.22	
A0045	Review suspense dates	26.67	1.51	.40	59.62	
C0172	Prepare or review Article 15, UCMJ, base activity reports	26.67	1.50	.40	60.02	
F0344	Prepare carrier recovery claims for setoffs	26.67	1.48	.40	60.42	80
F0325	Determine claims jurisdiction	33.33	1.17	.39	60.81	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	40.00	.96	.39	61.19	
C0119	Compile Article 15, UCMJ, supportive evidence	26.67	1.44	.38	61.58	
A0049	Sort and distribute incoming mail	33.33	1.14	.38	61.96	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	33.33	1.14	.38	62.34	85
F0369	Process carrier recovery claims for settlements	26.67	1.43	.38	62.72	
F0363	Prepare or review demand on carrier or contractor	26.67	1.43	.38	63.10	
F0362	Prepare or review claims activity reports	26.67	1.43	.38	63.48	
C0171	Prepare or review Article 15, UCMJ, appellate actions	26.67	1.38	.37	63.85	
C0170	Prepare or review Article 15, UCMJ, appeal actions	26.67	1.38	.37	64.22	90
F0324	Determine chapter for claims	33.33	1.10	.37	64.58	
F0331	Maintain claims funds logs	20.00	1.78	.36	64.94	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	26.67	1.31	.35	65.29	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	33.33	1.04	.35	65.63	
F0335	Perform claims legal research	20.00	1.73	.35	65.98	95
F0346	Prepare claims for transmittal	26.67	1.30	.35	66.33	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	20.00	1.69	.34	66.67	
F0361	Prepare and process unearned transportation charges	20.00	1.69	.34	67.00	
F0399	Review security forces blotters for potential claims	20.00	1.69	.34	67.34	
F0334	Negotiate claims settlements	26.67	1.25	.33	67.68	100
C0135	Distribute court-martial orders	33.33	1.00	.33	68.01	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	26.67	1.22	.33	68.33	
C0173	Prepare or review Article 15, UCMJ, decision letters	20.00	1.63	.33	68.66	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	33.33	.95	.32	68.98	
C0207	Process computer-generated AMJAMS reports for distribution	26.67	1.13	.30	69.28	105
F0401	Suspense payment vouchers	20.00	1.47	.29	69.57	
C0144	Monitor status of DUI violations	13.33	2.17	.29	69.86	
F0336	Perform Disaster Control Group (DCG) duties	26.67	1.08	.29	70.14	
C0185	Prepare or review court-martial promulgating orders	33.33	.95	.28	70.42	

F0313	Approve claims	20.00	1.42	.28	70.71	110
C0212	Process post-trial materials submitted by accused	33.33	.85	.28	71.00	

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Number of Members: 15

GP0058

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0166	Prepare or process releases for court-martial or board members	33.33	.84	.28	71.28	
C0208	Process court-martial promulgating orders	33.33	.83	.28	71.55	
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	26.67	1.03	.27	71.83	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	20.00	1.36	.27	72.10	115
C0182	Prepare or review court-martial actions of convening authorities	33.33	.81	.27	72.37	
C0240	Review evidence to determine appropriateness for military justice actions	26.67	1.00	.27	72.64	
C0244	Review security forces blotters for potential disciplinary actions	26.67	1.00	.27	72.90	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	26.67	.98	.26	73.16	
C0196	Prepare or review letters concerning submission of matters to convening authority	33.33	.77	.26	73.42	120
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	26.67	.96	.26	73.68	
C0136	Distribute court-martial records of trials to reviewing authorities	26.67	.95	.25	73.93	
F0397	Review direct procurement method (DPM) contracts	20.00	1.27	.25	74.19	
A0028	Make lodging or transportation arrangements	33.33	.76	.25	74.44	
C0184	Prepare or review court-martial convening orders	33.33	.75	.25	74.69	125
A0019	Hand-carry priority communications or documents to internal action offices	20.00	1.24	.25	74.94	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	20.00	1.24	.25	75.19	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	26.67	.92	.25	75.43	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	26.67	.92	.24	75.68	
C0178	Prepare or review Article 15, UCMJ, suspension actions	26.67	.91	.24	75.92	130
C0233	Review AMJAMS strength reports	26.67	.90	.24	76.16	
C0179	Prepare or review Article 15, UCMJ, vacation actions	26.67	.90	.24	76.40	
A0035	Prepare witness travel orders	33.33	.70	.23	76.63	
C0228	Request records of prior disciplinary actions	26.67	.87	.23	76.86	
C0156	Prepare excess leave documentation	33.33	.69	.23	77.09	135
L0537	Inspect personnel for compliance with military standards	13.33	1.72	.23	77.32	
C0183	Prepare or review court-martial base activities reports	26.67	.85	.23	77.55	
C0176	Prepare or review Article 15, UCMJ, remission actions	26.67	.84	.22	77.77	
C0219	Procure convening authority approval of expert witnesses	26.67	.84	.22	78.00	

C0204	Prepare or review supplementary court-martial orders	33.33	.66	.22	78.22	140
C0137	Draft charges and specifications for actions, other than court-martial actions	26.67	.82	.22	78.44	

Number of Members: 15

GP0058

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	26.67	.80	.21	78.65	
A0012	Develop local office programs for computers, such as spreadsheets	26.67	.80	.21	78.87	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	26.67	.79	.21	79.08	
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	20.00	1.06	.21	79.29	145
C0248	Serve records of trial on accused	26.67	.79	.21	79.50	
C0234	Review appointment or assumption of command orders with appropriate agencies	20.00	1.04	.21	79.71	
F0340	Perform follow-up actions on incomplete mail-in claims	20.00	1.04	.21	79.91	

Number of Members: 33

GP0059

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted	Cumulative Average Percent Time Spent by All Members
			Average Percent Time Spent by All Members	
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	36.66	36.67
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	33.36	70.04
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	12.24	82.29
B	PERFORMING CIVIL LAW ACTIVITIES	62	6.16	88.45
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	4.11	92.56
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	3.06	95.62
E	PERFORMING COURT REPORTING ACTIVITIES	18	1.37	96.99
K	PERFORMING TRAINING ACTIVITIES	21	1.01	98.00
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	.92	98.92
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	.65	99.57
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.43	100.00

Number of Members: 33

GP0059

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	87.88	1.46	1.29	1.29	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	48.48	2.32	1.12	2.41	
F0310	Adjudicate claims	51.52	2.12	1.09	3.50	
F0314	Assemble claims files	51.52	2.08	1.07	4.57	
F0319	Brief claimants on claims filing procedures	51.52	1.93	.99	5.57	5
A0044	Retrieve data using computers	60.61	1.61	.98	6.54	
F0320	Close out claims	51.52	1.79	.92	7.46	
F0348	Prepare claims labels	48.48	1.82	.88	8.35	
F0403	Verify identity of claimants	48.48	1.81	.88	9.22	
F0316	Assert carrier recovery claims	45.45	1.92	.87	10.09	10
F0341	Perform follow-up actions on personnel claims	48.48	1.75	.85	10.94	
F0347	Prepare claims inspection memorandums	48.48	1.73	.84	11.78	
F0360	Prepare vouchers for payment of claims	45.45	1.83	.83	12.61	
F0383	Process rebuttals from carriers	39.39	2.10	.83	13.44	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	48.48	1.70	.82	14.26	15
F0321	Conduct claims inspections	51.52	1.59	.82	15.08	
B0110	Witness execution of wills	72.73	1.12	.81	15.89	
F0369	Process carrier recovery claims for settlements	42.42	1.90	.80	16.69	
F0380	Process personnel claims, other than for clothing	45.45	1.73	.79	17.48	
B0111	Witness signing of legal documents	69.70	1.07	.74	18.22	20
F0325	Determine claims jurisdiction	51.52	1.42	.73	18.95	
F0337	Perform follow-up actions on carrier recovery claims	36.36	1.97	.72	19.67	
F0324	Determine chapter for claims	48.48	1.47	.71	20.38	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	39.39	1.76	.69	21.07	
F0363	Prepare or review demand on carrier or contractor	36.36	1.90	.69	21.77	25
A0007	Compose or type administrative correspondence	51.52	1.33	.68	22.45	
F0372	Process claims payment vouchers	36.36	1.84	.67	23.12	
G0140	Transmit AMTAMS data	48.48	1.35	.66	23.78	

F0346	Prepare claims for transmittal	42.42	1.52	.65	24.42	
F0333	Maintain potential claims files	48.48	1.31	.64	25.06	30
F0395	Review completed claims files prior to payment	39.39	1.61	.64	25.70	

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Number of Members: 33

GP0059

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	45.45	1.37	.62	26.32	
A0047	Schedule office appointments	54.55	1.11	.60	26.92	
F0384	Process reconsiderations from claimants	42.42	1.42	.60	27.52	
A0038	Process incoming or outgoing electronic mail	54.55	1.10	.60	28.12	35
F0322	Conduct claims investigations	45.45	1.31	.59	28.72	
B0109	Verify eligibility of clients for legal assistance	54.55	1.08	.59	29.31	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	48.48	1.19	.58	29.89	
F0365	Prepare or review settlement agreements	36.36	1.57	.57	30.46	
C0120	Complete Article 15, UCMJ, processing checklist procedures	42.42	1.30	.55	31.01	40
C0119	Compile Article 15, UCMJ, supportive evidence	45.45	1.21	.55	31.56	
A0008	Conduct client interviews, other than for preparation of simple wills	45.45	1.21	.55	32.11	
F0340	Perform follow-up actions on incomplete mail-in claims	42.42	1.29	.55	32.66	
F0335	Perform claims legal research	33.33	1.58	.53	33.18	
C0139	Edit AMJAMS products	45.45	1.15	.52	33.71	45
F0344	Prepare carrier recovery claims for setoffs	39.39	1.32	.52	34.23	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	42.42	1.21	.51	34.74	
C0175	Prepare or review Article 15, UCMJ, punishments	45.45	1.12	.51	35.25	
C0137	Draft charges and specifications for actions, other than court-martial actions	42.42	1.19	.50	35.75	
B0053	Brief clients on powers of attorney	51.52	.96	.50	36.25	50
B0065	Notarize documents	57.58	.85	.49	36.74	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	39.39	1.23	.48	37.22	
F0315	Assemble investigative files on potential claims	42.42	1.12	.48	37.70	
B0064	Maintain notary logs	60.61	.75	.46	38.16	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	42.42	1.07	.45	38.61	55
C0240	Review evidence to determine appropriateness for military justice actions	39.39	1.15	.45	39.06	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	36.36	1.24	.45	39.51	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	39.39	1.14	.45	39.96	
F0361	Prepare and process unearned transportation charges	36.36	1.23	.45	40.41	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	39.39	1.12	.44	40.85	60
F0345	Prepare claimant instruction packets	42.42	1.03	.44	41.29	
A0049	Sort and distribute incoming mail	54.55	.79	.43	41.72	
F0398	Review payments from claimants' insurers	39.39	1.08	.43	42.15	
F0381	Process personnel clothing claims	45.45	.93	.42	42.57	
F0402	Transfer claims using AFCIMS	42.42	.97	.41	42.98	65
A0011	Coordinate adverse actions with base agencies	39.39	1.05	.41	43.40	
C0178	Prepare or review Article 15, UCMJ, vacation actions	45.45	.88	.41	43.80	

C0233	Review AMJAMS strength reports	42.42	.95	.40	44.21	
F0399	Review security forces blotters for potential claims	33.33	1.21	.40	44.61	
C0121	Complete court-martial processing checklist procedures	42.42	.94	.40	45.01	70

Number of Members: 33

GP0059

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
D0290	Schedule client appointments	24.24	1.63	.39	45.40	
K0487	Conduct on-the-job training (OJT)	30.30	1.30	.39	45.80	
C0178	Prepare or review Article 15, UCMJ, suspension actions	42.42	.90	.38	46.18	
C0251	Suspense or follow up on military justice actions	39.39	.96	.38	46.56	
A0045	Review suspense dates	36.36	1.04	.38	46.93	75
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	27.27	1.38	.38	47.31	
F0334	Negotiate claims settlements	30.30	1.23	.37	47.68	
F0326	Develop claims checklists	36.36	1.02	.37	48.05	
B0051	Assist in preparation of legal assistance cards	39.39	.93	.37	48.41	
E0301	Mark exhibits	33.33	1.09	.36	48.78	80
I0471	Maintain administrative files	24.24	1.49	.36	49.14	
A0041	Refer clients to other supportive agencies	54.55	.66	.36	49.50	
C0244	Review security forces blotters for potential disciplinary actions	39.39	.91	.36	49.85	
F0331	Maintain claims funds logs	30.30	1.17	.35	50.21	
A0030	Prepare briefings, other than professional military education (PME) briefings	54.55	.65	.35	50.56	85
B0086	Prepare or review powers of attorney	33.33	1.06	.35	50.91	
C0138	Draft charges and specifications for court-martial actions	42.42	.83	.35	51.26	
C0163	Prepare trial folders	42.42	.83	.35	51.62	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	45.45	.77	.35	51.97	
C0243	Review RIPs for courts-martial	45.45	.77	.35	52.32	90
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	42.42	.82	.35	52.66	
C0253	Verify availability of court-martial or board members	39.39	.88	.35	53.01	
C0229	Request reports on individual personnel (RIPs)	39.39	.87	.34	53.36	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	30.30	1.13	.34	53.70	
C0207	Process computer-generated AMJAMS reports for distribution	36.36	.94	.34	54.04	95
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	36.36	.93	.34	54.38	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	33.33	1.01	.34	54.71	
A0028	Make lodging or transportation arrangements	39.39	.85	.34	55.05	
C0235	Review charge sheets for accuracy and completeness	42.42	.79	.34	55.39	
F0327	Edit claims management products	30.30	1.10	.33	55.72	100
C0177	Prepare or review Article 15, UCMJ, set aside actions	39.39	.83	.33	56.05	
C0192	Prepare or review discovery requests	42.42	.76	.32	56.37	
F0312	Annotate claims funds logs	30.30	1.06	.32	56.69	
F0317	Assert government (G) claims	30.30	1.05	.32	57.01	
C0170	Prepare or review Article 15, UCMJ, appeal actions	42.42	.74	.31	57.33	105
A0001	Administer client questionnaires	45.45	.69	.31	57.64	
C0148	Notify participants of courts-martial or boards	26.26	.86	.31	57.95	

F0391	Procure statements in support of claims	18.18	1.72	.31	58.26	
F0362	Prepare or review claims activity reports	30.30	1.02	.31	58.57	
C0205	Process Article 15, UCMJ, appeal actions	36.36	.84	.31	58.88	110

Number of Members: 33

GP0059

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0171	Prepare or review Article 15, UCMJ, appellate actions	39.39	.78	.31	59.18	
C0176	Prepare or review Article 15, UCMJ, remission actions	39.39	.77	.30	59.49	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	39.39	.77	.30	59.79	
F0374	Process federal tort claims	30.30	1.00	.30	60.09	
C0151	Prepare administrative hold or release letters	45.45	.66	.30	60.40	115
F0328	Follow up on other investigative agencies' investigations	33.33	.90	.30	60.70	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	39.39	.75	.30	60.99	
D0261	Prepare or review Article 15 responses	18.18	1.63	.30	61.29	
C0147	Monitor and report on special interest cases	42.42	.69	.29	61.58	
L0551	Write inspection reports	21.21	1.37	.29	61.87	120
C0238	Review court-martial or board member information	36.36	.80	.29	62.16	
F0311	Analyze claims management data listings or reports	30.30	.96	.29	62.45	
C0190	Prepare or review delay requests	39.39	.73	.29	62.74	
B0059	Conduct will executions	33.33	.87	.29	63.03	
C0118	Brief organizations on Article 15, UCMJ, procedures	33.33	.86	.29	63.32	125
C0173	Prepare or review Article 15, UCMJ, decision letters	36.36	.78	.28	63.60	
C0184	Prepare or review court-martial convening orders	39.39	.71	.28	63.88	
C0135	Distribute court-martial orders	39.39	.70	.28	64.16	
C0149	Perform military justice legal research	39.39	.69	.27	64.43	
C0172	Prepare or review Article 15, UCMJ, base activity reports	36.36	.75	.27	64.71	130
C0174	Prepare or review Article 15, UCMJ, mitigation actions	36.36	.75	.27	64.98	
B0052	Assist in preparation of Legal Information Online System (LIONS)	30.30	.88	.27	65.25	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	39.39	.67	.27	65.51	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	27.27	.96	.26	65.77	
C0231	Research charges and specifications for court-martial actions	36.36	.72	.26	66.04	135
C0228	Request records of prior disciplinary actions	39.39	.67	.26	66.30	
F0370	Process carrier recovery insurance claims	30.30	.85	.26	66.55	
D0266	Prepare or review client statements	15.15	1.69	.26	66.81	
F0313	Approve claims	24.24	1.05	.26	67.06	
F0397	Review direct procurement method (DPM) contracts	27.27	.93	.25	67.32	140
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	30.30	.84	.25	67.57	
C0185	Prepare or review court-martial promulgating orders	39.39	.64	.25	67.83	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	36.36	.70	.25	68.08	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	36.36	.70	.25	68.33	
C0155	Prepare courtrooms for proceedings	42.42	.60	.25	68.59	145
C0136	Distribute court-martial records of trials to	36.36	.60	.25	68.84	

	reviewing authorities				
C0230	Request witness fundings	36.36	.69	.25	69.09
C0225	Request civilian witnesses for courts-martial	36.36	.69	.25	69.34

Number of Members: 33

GP0059

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0227	Request military witnesses for courts-martial	36.36	.69	.25	69.59	
A0026	Maintain office computer systems	33.33	.74	.25	69.84	150
C0132	Develop Article 15, UCMJ, processing checklists	39.39	.63	.25	70.08	
A0006	Compile statistical data	36.36	.68	.25	70.33	
F0401	Suspense payment vouchers	21.21	1.16	.25	70.57	
C0198	Prepare or review proposed court-martial member lists	36.36	.66	.24	70.81	
A0032	Prepare conference areas for briefings or meetings	45.45	.53	.24	71.05	155
A0036	Process administrative orders	36.36	.65	.24	71.29	
A0035	Prepare witness travel orders	30.30	.77	.23	71.52	
F0392	Reconcile claims funds logs	24.24	.96	.23	71.76	
F0323	Coordinate claims with other investigative agencies	33.33	.69	.23	71.99	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	24.24	.95	.23	72.22	160
C0195	Prepare or review invitational travel orders	33.33	.68	.23	72.44	
C0164	Prepare witness payment vouchers	27.27	.83	.23	72.67	
C0196	Prepare or review letters concerning submission of matters to convening authority	33.33	.67	.22	72.90	
C0193	Prepare or review flimsies	30.30	.73	.22	73.12	
D0254	Compile investigative materials	27.27	.82	.22	73.34	165
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	15.15	1.46	.22	73.56	
A0024	Log or suspense incoming correspondence	33.33	.66	.22	73.78	
B0104	Provide support for administrative discharge boards	21.21	1.03	.22	74.00	
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	33.33	.65	.22	74.22	
B0063	Maintain legal assistance records	21.21	1.00	.21	74.43	170
C0246	Review unfavorable information files (UIFs)	27.27	.78	.21	74.65	
A0010	Conduct witness interviews	33.33	.64	.21	74.86	
C0208	Process court-martial promulgating orders	33.33	.63	.21	75.07	
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	30.30	.69	.21	75.28	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	30.30	.69	.21	75.49	175
C0217	Process witness payment vouchers	30.30	.69	.21	75.70	
C0201	Prepare or review serious incident reports (SIRs)	33.33	.62	.21	75.91	
C0166	Prepare or process releases for court-martial or board members	27.27	.75	.21	76.11	
C0223	Procure and brief individuals for bailiff duties	36.36	.56	.20	76.32	
F0338	Perform follow-up actions on G claims	21.21	.95	.20	76.52	180
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	30.30	.66	.20	76.72	
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	33.33	.60	.20	76.92	
F0364	Prepare or review requests for claims funds	21.21	.94	.20	77.12	
C0130	Coordinate witness fundings with appropriate agencies	30.30	.65	.20	77.32	

I0469	Initiate requests for temporary duty (TDY) orders	15.15	1.29	.20	77.51	185
L0516	Determine or establish work assignments or priorities	24.24	.80	.19	77.71	
C0210	Process discovery requests	30.30	.64	.19	77.90	

Number of Members: 33

GP0059

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0019	Hand-carry priority communications or documents to internal action offices	30.30	.64	.19	78.09	
D0263	Prepare or review case witness statements	15.15	1.27	.19	78.29	
C0234	Review appointment or assumption of command orders with appropriate agencies	30.30	.63	.19	78.48	190
C0219	Procure convening authority approval of expert witnesses	33.33	.56	.19	78.67	
C0197	Prepare or review pretrial confinement hearing reports	27.27	.68	.19	78.85	
A0025	Maintain law library resources	18.18	1.02	.19	79.04	
C0216	Process VWAP forms	27.27	.68	.19	79.22	
C0220	Procure court-martial or board members	30.30	.61	.18	79.41	195
C0168	Prepare or review amendments to court-martial convening orders	30.30	.61	.18	79.59	
E0303	Procure photographs of physical evidence	24.24	.76	.18	79.78	
C0133	Develop court-martial processing checklists	36.36	.51	.18	79.96	

Number of Members: 13

GP0060

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	32.80	32.80
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	28.69	61.50
B	PERFORMING CIVIL LAW ACTIVITIES	62	17.10	78.61
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	13.73	92.34
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	2.36	94.70
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.62	96.32
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.41	97.73
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.54	98.27
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	.51	98.78
E	PERFORMING COURT REPORTING ACTIVITIES	18	.50	99.28
K	PERFORMING TRAINING ACTIVITIES	21	.42	99.70
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.30	100.00

Number of Members: 13

GP0060

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	84.62	1.77	1.50	1.50	
C0175	Prepare or review Article 15, UCMJ, punishments	38.46	3.48	1.34	2.83	
C0177	Prepare or review Article 15, UCMJ, set aside actions	38.46	3.44	1.32	4.16	
C0176	Prepare or review Article 15, UCMJ, remission actions	38.46	3.44	1.32	5.48	
C0179	Prepare or review Article 15, UCMJ, vacation actions	38.46	3.44	1.32	6.80	5
C0170	Prepare or review Article 15, UCMJ, appeal actions	38.46	3.44	1.32	8.13	
B0064	Maintain notary logs	69.23	1.83	1.27	9.40	
B0065	Notarize documents	84.62	1.47	1.24	10.64	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	30.77	4.00	1.23	11.87	
A0044	Retrieve data using computers	69.23	1.69	1.17	13.04	10
A0007	Compose or type administrative correspondence	69.23	1.68	1.16	14.20	
B0111	Witness signing of legal documents	76.92	1.45	1.11	15.31	
B0110	Witness execution of wills	69.23	1.59	1.10	16.41	
C0180	Prepare or review certificates of correction	15.38	6.48	1.00	17.41	
B0086	Prepare or review powers of attorney	69.23	1.37	.95	18.36	15
A0011	Coordinate adverse actions with base agencies	38.46	2.28	.88	19.24	
C0120	Complete Article 15, UCMJ, processing checklist procedures	30.77	2.82	.87	20.11	
C0178	Prepare or review Article 15, UCMJ, suspension actions	30.77	2.76	.85	20.96	
C0171	Prepare or review Article 15, UCMJ, appellate actions	30.77	2.61	.80	21.76	
C0172	Prepare or review Article 15, UCMJ, base activity reports	30.77	2.61	.80	22.56	20
F0310	Adjudicate claims	46.15	1.73	.80	23.36	
F0372	Process claims payment vouchers	46.15	1.68	.78	24.13	
F0314	Assemble claims files	46.15	1.65	.76	24.90	
F0316	Assert carrier recovery claims	46.15	1.65	.76	25.66	
B0053	Brief clients on powers of attorney	61.54	1.23	.76	26.41	25
F0360	Prepare vouchers for payment of claims	46.15	1.62	.75	27.16	
B0109	Verify eligibility of clients for legal assistance	46.15	1.62	.75	27.91	
F0330	Input data into Armed Forces Claims Information Management System (AECTMS)	46.15	1.61	.74	28.65	

A0048	Search directives, files, or legal references for information, such as opinions or decisions	46.15	1.56	.72	29.37	
F0348	Prepare claims labels	46.15	1.55	.71	30.09	30

Number of Members: 13

GP0060

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0059	Conduct will executions	61.54	1.16	.71	30.80	
I0471	Maintain administrative files	38.46	1.83	.70	31.51	
F0369	Process carrier recovery claims for settlements	46.15	1.52	.70	32.21	
B0075	Prepare or review general investigative reports	38.46	1.79	.69	32.90	
A0038	Process incoming or outgoing electronic mail	53.85	1.23	.66	33.56	35
B0066	Prepare miscellaneous legal reviews	30.77	2.14	.66	34.22	
F0403	Verify identity of claimants	46.15	1.42	.66	34.88	
F0324	Determine chapter for claims	46.15	1.41	.65	35.53	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	23.08	2.80	.65	36.17	
B0080	Prepare or review legal reviews of fundraising activities	30.77	2.05	.63	36.80	40
B0081	Prepare or review legal reviews of private organizations	30.77	2.02	.62	37.42	
F0380	Process personnel claims, other than for clothing	46.15	1.34	.62	38.04	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	46.15	1.32	.61	38.65	
F0319	Brief claimants on claims filing procedures	46.15	1.31	.60	39.26	
F0347	Prepare claims inspection memorandums	46.15	1.30	.60	39.85	45
A0030	Prepare briefings, other than professional military education (PME) briefings	30.77	1.92	.59	40.45	
A0045	Review suspense dates	53.85	1.07	.58	41.02	
F0361	Prepare and process unearned transportation charges	38.46	1.44	.55	41.57	
A0049	Sort and distribute incoming mail	46.15	1.17	.54	42.12	
F0341	Perform follow-up actions on personnel claims	46.15	1.16	.53	42.65	50
F0320	Close out claims	38.46	1.38	.53	43.18	
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	38.46	1.38	.53	43.71	
F0344	Prepare carrier recovery claims for setoffs	46.15	1.15	.53	44.24	
F0402	Transfer claims using AFCIMS	46.15	1.14	.53	44.77	
B0058	Conduct will briefings	38.46	1.36	.52	45.29	55
F0399	Review security forces blotters for potential claims	38.46	1.32	.51	45.80	
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	15.38	3.30	.51	46.31	
F0381	Process personnel clothing claims	46.15	1.10	.51	46.81	
F0321	Conduct claims inspections	46.15	1.10	.51	47.32	
F0312	Annotate claims funds logs	38.46	1.31	.51	47.82	60
F0363	Prepare or review demand on carrier or contractor	38.46	1.30	.50	48.32	
F0383	Process rebuttals from carriers	46.15	1.08	.50	48.82	
F0325	Determine claims jurisdiction	46.15	1.07	.49	49.32	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	46.15	1.07	.49	49.81	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	46.15	1.07	.49	50.30	65
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	7.69	6.17	.47	50.77	
F0382	Process claims funds logs	38.46	1.33	.47	51.25	

B0082	Prepare or review legal reviews of requests, such as	30.77	1.53	.47	51.72
	for Freedom of Information Act (FOIA) or Privacy Act				
F0346	Prepare claims for transmittal	46.15	1.02	.47	52.19

Number of Members: 13

GP0060

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0384	Process reconsiderations from claimants	38.46	1.20	.46	52.65	70
F0365	Prepare or review settlement agreements	38.46	1.19	.46	53.11	
F0322	Conduct claims investigations	46.15	.99	.45	53.56	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	38.46	1.14	.44	54.00	
B0078	Prepare or review legal reviews of reports of survey	15.38	2.81	.43	54.43	
C0155	Prepare courtrooms for proceedings	30.77	1.39	.43	54.86	75
C0126	Coordinate individual case dockets with defense council circuit	15.38	2.73	.42	55.28	
F0337	Perform follow-up actions on carrier recovery claims	38.46	1.07	.41	55.69	
C0127	Coordinate preferral of charges on pretrial confinees with commanders	23.08	1.77	.41	56.10	
A0001	Administer client questionnaires	46.15	.87	.40	56.50	
F0340	Perform follow-up actions on incomplete mail-in claims	46.15	.85	.39	56.90	80
F0317	Assert government (G) claims	30.77	1.28	.39	57.29	
A0019	Hand-carry priority communications or documents to internal action offices	23.08	1.69	.39	57.68	
B0083	Prepare or review letters requesting financial disclosure statements	23.08	1.68	.39	58.07	
F0357	Prepare seven-point memorandums	38.46	1.00	.38	58.45	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	23.08	1.64	.38	58.83	85
F0315	Assemble investigative files on potential claims	38.46	.98	.38	59.21	
F0370	Process carrier recovery insurance claims	38.46	.97	.37	59.58	
F0401	Suspense payment vouchers	38.46	.96	.37	59.95	
B0063	Maintain legal assistance records	38.46	.96	.37	60.32	
F0375	Process G claims	30.77	1.20	.37	60.69	90
F0335	Perform claims legal research	38.46	.95	.37	61.06	
A0006	Compile statistical data	38.46	.94	.36	61.42	
A0033	Prepare letters of appointment	23.08	1.56	.36	61.78	
C0140	Input AMJAMS data	23.08	1.55	.36	62.14	
F0374	Process federal tort claims	30.77	1.16	.36	62.50	95
F0391	Procure statements in support of claims	30.77	1.16	.36	62.85	
F0333	Maintain potential claims files	38.46	.93	.36	63.21	
F0398	Review payments from claimants' insurers	30.77	1.16	.36	63.57	
L0537	Inspect personnel for compliance with military standards	23.08	1.54	.35	63.92	
B0085	Prepare or review magistrate court documents	7.69	4.60	.35	64.27	100
C0119	Compile Article 15, UCMJ, supportive evidence	23.08	1.50	.35	64.62	
B0052	Assist in preparation of Legal Information Online System (LIONS)	46.15	.74	.34	64.96	
F0327	Edit claims management products	38.46	.88	.34	65.30	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	23.08	1.47	.34	65.64	
F0395	Review completed claims files prior to payment	30.77	1.09	.34	65.98	105
F0312	Approve claims	30.77	1.08	.33	66.31	

C0244	Review security forces blotters for potential disciplinary actions	23.08	1.42	.33	66.64
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Number of Members: 13

GP0060

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	23.08	1.42	.33	66.96	
A0028	Make lodging or transportation arrangements	30.77	1.05	.32	67.29	
C0122	Conduct Article 137, UCMJ, briefings	23.08	1.39	.32	67.61	110
C0132	Develop Article 15, UCMJ, processing checklists	23.08	1.39	.32	67.93	
C0137	Draft charges and specifications for actions, other than court-martial actions	23.08	1.39	.32	68.25	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	23.08	1.39	.32	68.57	
C0130	Coordinate witness fundings with appropriate agencies	23.08	1.36	.31	68.88	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	23.08	1.36	.31	69.20	115
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	38.46	.80	.31	69.50	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	30.77	1.00	.31	69.81	
F0345	Prepare claimant instruction packets	30.77	.95	.29	70.10	
F0311	Analyze claims management data listings or reports	30.77	.95	.29	70.40	
B0076	Prepare or review legal assistance reports	23.08	1.26	.29	70.69	120
A0024	Log or suspense incoming correspondence	30.77	.94	.29	70.98	
C0207	Process computer-generated AMJAMS reports for distribution	30.77	.93	.29	71.26	
A0047	Schedule office appointments	38.46	.74	.29	71.55	
F0338	Perform follow-up actions on G claims	30.77	.91	.28	71.83	
F0364	Prepare or review requests for claims funds	30.77	.91	.28	72.11	125
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	23.08	1.19	.28	72.38	
F0334	Negotiate claims settlements	30.77	.89	.27	72.66	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	23.08	1.18	.27	72.93	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	30.77	.88	.27	73.20	
C0146	Monitor victim and witness assistance program (VWAP)	15.38	1.71	.26	73.46	130
C0151	Prepare administrative hold or release letters	23.08	1.12	.26	73.72	
H0443	Maintain mobility equipment or supplies	30.77	.84	.26	73.98	
D0254	Compile investigative materials	23.08	1.10	.25	74.23	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	15.38	1.62	.25	74.48	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	15.38	1.59	.24	74.73	135
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	15.38	1.58	.24	74.97	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	15.38	1.58	.24	75.21	
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	7.69	3.15	.24	75.45	
A0002	Brief or assist clients in filing electronic income	7.69	3.15	.24	75.69	

	tax returns					
A0004	Brief or assist clients on preparation of income tax	7.69	3.15	.24	75.94	140
	returns					

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Number of Members: 13

GP0060

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0042	Request building or grounds maintenance	30.77	.79	.24	76.18	
F0331	Maintain claims funds logs	23.08	1.04	.24	76.42	
F0326	Develop claims checklists	30.77	.77	.24	76.65	
F0328	Follow up on other investigative agencies' investigations	30.77	.77	.24	76.89	
F0323	Coordinate claims with other investigative agencies	30.77	.76	.23	77.12	145
B0071	Prepare documentation for off-duty employment applications	30.77	.75	.23	77.36	
F0343	Pick up or turn-in items for salvage	30.77	.75	.23	77.59	
C0205	Process Article 15, UCMJ, appeal actions	15.38	1.49	.23	77.82	
C0123	Conduct First Term Airman Course (FTAC) briefings	15.38	1.49	.23	78.04	
B0073	Prepare or review barment documents	15.38	1.46	.23	78.27	150
C0181	Prepare or review convening authority actions on individual military defense counsel requests	15.38	1.45	.22	78.49	
B0074	Prepare or review dependent misconduct actions	7.69	2.87	.22	78.71	
F0355	Prepare requests for assistance from other agencies for claims administration inspections	23.08	.96	.22	78.94	
F0362	Prepare or review claims activity reports	23.08	.93	.21	79.15	
C0118	Brief organizations on Article 15, UCMJ, procedures	15.38	1.38	.21	79.36	155
B0068	Prepare support documents for special security files	15.38	1.38	.21	79.57	
A0012	Develop local office programs for computers, such as spreadsheets	23.08	.90	.21	79.78	
F0336	Perform Disaster Control Group (DCG) duties	30.77	.67	.21	79.99	

Number of Members: 37

GP0063

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	30.30	30.30
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	29.67	59.98
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	14.42	74.40
B	PERFORMING CIVIL LAW ACTIVITIES	62	13.05	87.46
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	4.55	92.01
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	2.48	94.48
K	PERFORMING TRAINING ACTIVITIES	21	1.94	96.42
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.70	98.12
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	.88	99.00
E	PERFORMING COURT REPORTING ACTIVITIES	18	.57	99.56
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.44	100.00

Number of Members: 37

GP0063

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	81.08	1.83	1.48	1.48	
A0007	Compose or type administrative correspondence	89.19	1.46	1.30	2.78	
A0002	Answer customer service telephone calls	72.97	1.65	1.20	3.99	
B0110	Witness execution of wills	78.38	1.43	1.12	5.11	
B0111	Witness signing of legal documents	78.38	1.39	1.09	6.20	5
B0065	Notarize documents	83.78	1.30	1.09	7.29	
B0086	Prepare or review powers of attorney	70.27	1.54	1.08	8.37	
B0053	Brief clients on powers of attorney	70.27	1.40	.98	9.35	
B0064	Maintain notary logs	78.38	1.08	.85	10.20	
A0038	Process incoming or outgoing electronic mail	62.16	1.35	.84	11.04	10
F0310	Adjudicate claims	43.24	1.79	.77	11.82	
B0109	Verify eligibility of clients for legal assistance	54.05	1.41	.76	12.58	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	40.54	1.82	.74	13.31	
F0321	Conduct claims inspections	43.24	1.62	.70	14.01	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	43.24	1.55	.67	14.69	15
B0059	Conduct will executions	51.35	1.30	.67	15.36	
A0041	Refer clients to other supportive agencies	64.86	1.03	.67	16.02	
F0319	Brief claimants on claims filing procedures	43.24	1.54	.66	16.69	
F0314	Assemble claims files	43.24	1.53	.66	17.35	
A0045	Review suspense dates	54.05	1.19	.64	17.99	20
F0316	Assert carrier recovery claims	40.54	1.54	.62	18.62	
A0030	Prepare briefings, other than professional military education (PME) briefings	67.57	.91	.62	19.23	
C0140	Input AMJAMS data	43.24	1.41	.61	19.84	
F0348	Prepare claims labels	43.24	1.39	.60	20.45	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	43.24	1.37	.59	21.04	25
F0320	Close out claims	40.54	1.44	.58	21.62	
F0380	Process personnel claims, other than for clothing	40.54	1.42	.58	22.20	

F0347	Prepare claims inspection memorandums	37.84	1.50	.57	22.77	
F0341	Perform follow-up actions on personnel claims	43.24	1.31	.57	23.33	
F0384	Process reconsiderations from claimants	43.24	1.30	.56	23.89	30

Number of Members: 37

GP0063

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0363	Prepare or review demand on carrier or contractor	40.54	1.38	.56	24.46	
B0051	Assist in preparation of legal assistance cards	37.84	1.46	.55	25.01	
A0047	Schedule office appointments	51.35	1.06	.55	25.55	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	40.54	1.33	.54	26.09	
F0360	Prepare vouchers for payment of claims	40.54	1.32	.54	26.63	35
A0048	Search directives, files, or legal references for information, such as opinions or decisions	56.76	.94	.53	27.16	
F0383	Process rebuttals from carriers	37.84	1.38	.52	27.68	
F0402	Transfer claims using AFCIMS	43.24	1.18	.51	28.19	
F0325	Determine claims jurisdiction	43.24	1.18	.51	28.70	
F0324	Determine chapter for claims	40.54	1.24	.50	29.21	40
B0052	Assist in preparation of Legal Information Online System (LIONS)	29.73	1.69	.50	29.71	
F0372	Process claims payment vouchers	40.54	1.22	.50	30.21	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	48.65	1.02	.50	30.70	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	43.24	1.14	.49	31.19	
B0058	Conduct will briefings	40.54	1.20	.49	31.68	45
F0403	Verify identity of claimants	40.54	1.19	.48	32.17	
F0322	Conduct claims investigations	37.84	1.28	.48	32.65	
F0345	Prepare claimant instruction packets	40.54	1.17	.47	33.12	
A0008	Conduct client interviews, other than for preparation of simple wills	37.84	1.25	.47	33.60	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	35.14	1.33	.47	34.06	50
C0120	Complete Article 15, UCMJ, processing checklist procedures	32.43	1.43	.46	34.53	
C0175	Prepare or review Article 15, UCMJ, punishments	32.43	1.43	.46	34.99	
C0139	Edit AMJAMS products	37.84	1.20	.45	35.44	
F0315	Assemble investigative files on potential claims	40.54	1.12	.45	35.89	
C0244	Review security forces blotters for potential disciplinary actions	35.14	1.27	.45	36.34	55
C0137	Draft charges and specifications for actions, other than court-martial actions	32.43	1.38	.45	36.79	
C0119	Compile Article 15, UCMJ, supportive evidence	32.43	1.36	.44	37.23	
C0179	Prepare or review Article 15, UCMJ, vacation actions	35.14	1.25	.44	37.67	
A0001	Administer client questionnaires	35.14	1.24	.44	38.10	
C0121	Complete court-martial processing checklist procedures	37.84	1.15	.43	38.54	60
F0374	Process federal tort claims	35.14	1.23	.43	38.97	
F0337	Perform follow-up actions on carrier recovery claims	32.43	1.33	.43	39.40	
A0006	Compile statistical data	54.05	.79	.43	39.83	
A0049	Sort and distribute incoming mail	37.84	1.13	.43	40.26	
F0311	Analyze claims management data listings or reports	35.14	1.21	.42	40.68	65
K0487	Conduct on-the-job training (OJT)	35.14	1.21	.42	41.10	
F0381	Process personnel clothing claims	35.14	1.18	.42	41.52	

F0395	Review completed claims files prior to payment	32.43	1.28	.42	41.94	
F0340	Perform follow-up actions on incomplete mail-in claims	40.54	1.02	.41	42.35	
F0335	Perform claims legal research	37.84	1.09	.41	42.76	70

Number of Members: 37

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0370	Process carrier recovery insurance claims	35.14	1.16	.41	43.17	
F0369	Process carrier recovery claims for settlements	35.14	1.16	.41	43.57	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	32.43	1.24	.40	43.98	
F0399	Review security forces blotters for potential claims	37.84	1.05	.40	44.37	
F0333	Maintain potential claims files	37.84	1.05	.40	44.77	75
C0148	Notify participants of courts-martial or boards	32.43	1.22	.39	45.16	
F0362	Prepare or review claims activity reports	35.14	1.11	.39	45.55	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	32.43	1.20	.39	45.94	
C0118	Brief organizations on Article 15, UCMJ, procedures	29.73	1.31	.39	46.33	
C0246	Review unfavorable information files (UIFs)	37.84	1.03	.39	46.72	80
F0361	Prepare and process unearned transportation charges	32.43	1.19	.39	47.11	
B0063	Maintain legal assistance records	24.32	1.53	.37	47.48	
C0178	Prepare or review Article 15, UCMJ, suspension actions	35.14	1.06	.37	47.85	
C0151	Prepare administrative hold or release letters	40.54	.92	.37	48.23	
F0344	Prepare carrier recovery claims for setoffs	29.73	1.25	.37	48.60	85
C0253	Verify availability of court-martial or board members	35.14	1.05	.37	48.96	
F0323	Coordinate claims with other investigative agencies	35.14	1.02	.36	49.32	
F0334	Negotiate claims settlements	32.43	1.10	.36	49.68	
F0391	Procure statements in support of claims	27.03	1.32	.36	50.04	
A0032	Prepare conference areas for briefings or meetings	37.84	.92	.35	50.39	90
F0398	Review payments from claimants' insurers	32.43	1.07	.35	50.73	
C0240	Review evidence to determine appropriateness for military justice actions	29.73	1.17	.35	51.08	
F0365	Prepare or review settlement agreements	32.43	1.07	.35	51.43	
C0198	Prepare or review proposed court-martial member lists	35.14	.97	.34	51.77	
B0073	Prepare or review barment documents	21.62	1.56	.34	52.10	95
A0024	Log or suspense incoming correspondence	35.14	.96	.34	52.44	
F0312	Annotate claims funds logs	32.43	1.03	.34	52.77	
A0028	Make lodging or transportation arrangements	40.54	.83	.33	53.11	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	29.73	1.12	.33	53.44	
F0331	Maintain claims funds logs	29.73	1.11	.33	53.77	100
C0235	Review charge sheets for accuracy and completeness	35.14	.94	.33	54.10	
C0228	Request records of prior disciplinary actions	37.84	.86	.33	54.43	
F0346	Prepare claims for transmittal	32.43	.99	.32	54.75	
C0238	Review court-martial or board member information	35.14	.92	.32	55.07	
C0149	Perform military justice legal research	35.14	.91	.32	55.39	105
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	24.32	1.32	.32	55.71	
I0471	Maintain administrative files	21.62	1.44	.31	56.02	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	21.62	1.44	.31	56.34	
F0357	Prepare seven-point memorandums	27.03	1.15	.31	56.65	
C0135	Distribute court-martial orders	43.24	.71	.31	56.96	110
C0176	Prepare or review Article 15, UCMJ, suspension actions	29.73	1.02	.30	57.26	

C0136	Distribute court-martial records of trials to reviewing authorities	37.84	.79	.30	57.56
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Number of Members: 37

GP0063

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	35.14	.85	.30	57.86	
F0401	Suspense payment vouchers	27.03	1.11	.30	58.16	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	35.14	.85	.30	58.46	115
K0489	Determine training requirements	24.32	1.22	.30	58.75	
A0035	Prepare witness travel orders	32.43	.91	.30	59.05	
A0010	Conduct witness interviews	37.84	.78	.29	59.34	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	27.03	1.08	.29	59.63	
C0138	Draft charges and specifications for court-martial actions	32.43	.88	.28	59.92	120
C0220	Procure court-martial or board members	27.03	1.04	.28	60.20	
C0170	Prepare or review Article 15, UCMJ, appeal actions	29.73	.95	.28	60.48	
C0123	Conduct First Term Airman Course (FTAC) briefings	27.03	1.03	.28	60.76	
C0155	Prepare courtrooms for proceedings	40.54	.68	.28	61.04	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	35.14	.79	.28	61.31	125
F0338	Perform follow-up actions on G claims	27.03	1.02	.28	61.59	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	35.14	.78	.27	61.86	
C0130	Coordinate witness fundings with appropriate agencies	37.84	.72	.27	62.14	
B0075	Prepare or review general investigative reports	29.73	.92	.27	62.41	
D0261	Prepare or review Article 15 responses	24.32	1.11	.27	62.68	130
K0499	Maintain training records or files	29.73	.90	.27	62.95	
C0243	Review RIPs for courts-martial	32.43	.82	.27	63.22	
C0193	Prepare or review flimsies	35.14	.76	.27	63.48	
C0172	Prepare or review Article 15, UCMJ, base activity reports	24.32	1.08	.26	63.74	
C0147	Monitor and report on special interest cases	27.03	.96	.26	64.00	135
C0177	Prepare or review Article 15, UCMJ, set aside actions	27.03	.96	.26	64.26	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	21.62	1.19	.26	64.52	
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	27.03	.95	.26	64.78	
C0205	Process Article 15, UCMJ, appeal actions	21.62	1.18	.25	65.03	
F0375	Process G claims	27.03	.94	.25	65.29	140
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	29.73	.85	.25	65.54	
C0162	Prepare sentencing worksheets	35.14	.72	.25	65.79	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	29.73	.85	.25	66.04	
C0225	Request civilian witnesses for courts-martial	32.43	.77	.25	66.29	
C0185	Prepare or review court-martial promulgating orders	35.14	.71	.25	66.54	145
C0229	Request reports on individual personnel (RIPs)	32.43	.77	.25	66.79	
F0328	Follow up on other investigative agencies' investigations	24.32	1.02	.25	67.04	

C0184	Prepare or review court-martial convening orders	35.14	.71	.25	67.29	
F0317	Assert government (G) claims	27.03	.91	.25	67.54	
C0163	Prepare trial folders	32.43	.76	.25	67.78	150

Number of Members: 37

GP0063

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0233	Review AMJAMS strength reports	29.73	.83	.25	68.03	
C0164	Prepare witness payment vouchers	32.43	.76	.25	68.28	
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	27.03	.90	.24	68.52	
A0012	Develop local office programs for computers, such as spreadsheets	29.73	.82	.24	68.76	
A0015	Dispose of unclassified files	35.14	.69	.24	69.01	155
A0011	Coordinate adverse actions with base agencies	18.92	1.28	.24	69.25	
C0196	Prepare or review letters concerning submission of matters to convening authority	27.03	.90	.24	69.49	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	27.03	.89	.24	69.73	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	27.03	.89	.24	69.97	
L0516	Determine or establish work assignments or priorities	24.32	.98	.24	70.21	160
F0326	Develop claims checklists	27.03	.88	.24	70.45	
C0207	Process computer-generated AMJAMS reports for distribution	27.03	.88	.24	70.68	
C0168	Prepare or review amendments to court-martial convening orders	29.73	.79	.24	70.92	
C0248	Serve records of trial on accused	35.14	.67	.24	71.16	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	21.62	1.08	.23	71.39	165
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	21.62	1.07	.23	71.62	
C0227	Request military witnesses for courts-martial	29.73	.78	.23	71.85	
C0230	Request witness fundings	27.03	.84	.23	72.08	
A0033	Prepare letters of appointment	29.73	.75	.22	72.30	
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	27.03	.81	.22	72.52	170
C0217	Process witness payment vouchers	27.03	.80	.22	72.74	
F0397	Review direct procurement method (DPM) contracts	27.03	.80	.22	72.95	
C0157	Prepare findings worksheets	29.73	.73	.22	73.17	
F0336	Perform Disaster Control Group (DCG) duties	21.62	.99	.21	73.39	
F0392	Reconcile claims funds logs	21.62	.99	.21	73.60	175
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	32.43	.66	.21	73.81	
C0131	Copy records of trial	32.43	.65	.21	74.03	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	29.73	.71	.21	74.24	
C0166	Prepare or process releases for court-martial or board members	27.03	.76	.21	74.44	
C0133	Develop court-martial processing checklists	24.32	.85	.21	74.65	180
B0062	Interview clients for preparation of simple wills	13.51	1.52	.21	74.85	
C0231	Research charges and specifications for court-martial actions	27.03	.75	.20	75.06	

B0054	Compile administrative involuntary discharge files	21.62	.94	.20	75.26	
C0173	Prepare or review Article 15, UCMJ, decision letters	21.62	.93	.20	75.46	
C0132	Develop Article 15, UCMJ, processing checklists	24.32	.82	.20	75.66	185

Number of Members: 37

GP0063

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0327	Edit claims management products	18.92	1.04	.20	75.86	
L0527	Establish performance standards for subordinates	18.92	1.04	.20	76.06	
C0182	Prepare or review court-martial actions of convening authorities	27.03	.72	.20	76.25	
A0026	Maintain office computer systems	18.92	1.03	.19	76.45	
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	27.03	.71	.19	76.64	190
C0116	Assist with pretrial confinement hearings	29.73	.63	.19	76.83	
C0251	Suspense or follow up on military justice actions	21.62	.87	.19	77.01	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	29.73	.63	.19	77.20	
L0511	Conduct supervisory performance feedback sessions	18.92	.99	.19	77.39	
B0074	Prepare or review dependent misconduct actions	5.41	3.44	.19	77.57	195
C0219	Procure convening authority approval of expert witnesses	24.32	.76	.19	77.76	
F0313	Approve claims	16.22	1.13	.18	77.94	
C0150	Perform trial team member activities	18.92	.97	.18	78.13	
C0122	Conduct Article 137, UCMJ, briefings	21.62	.83	.18	78.31	
C0249	Serve subpoenas on witnesses	18.92	.95	.18	78.49	200
L0537	Inspect personnel for compliance with military standards	21.62	.83	.18	78.66	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	21.62	.82	.18	78.84	
C0212	Process post-trial materials submitted by accused	27.03	.65	.18	79.02	
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	13.51	1.30	.18	79.19	
B0095	Process dependent misconduct actions	5.41	3.22	.17	79.37	205
L0551	Write inspection reports	13.51	1.28	.17	79.54	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	13.51	1.27	.17	79.71	
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	8.11	2.10	.17	79.88	

Number of Members: 25

GP0064

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	36.64	36.65
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	19.31	55.97
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	15.56	71.54
B	PERFORMING CIVIL LAW ACTIVITIES	62	12.74	84.28
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	4.87	89.15
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	3.64	92.79
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	2.00	94.80
K	PERFORMING TRAINING ACTIVITIES	21	1.88	96.68
E	PERFORMING COURT REPORTING ACTIVITIES	18	1.24	97.92
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.97	98.89
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	.95	99.84
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.16	100.00

Number of Members: 25

GP0064

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	76.00	1.72	1.31	1.31	
A0002	Answer customer service telephone calls	76.00	1.70	1.29	2.60	
B0065	Notarize documents	84.00	1.17	.98	3.58	
A0007	Compose or type administrative correspondence	76.00	1.26	.96	4.54	
C0140	Input AMJAMS data	52.00	1.80	.93	5.47	5
B0110	Witness execution of wills	84.00	1.09	.91	6.39	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	52.00	1.75	.91	7.30	
C0120	Complete Article 15, UCMJ, processing checklist procedures	40.00	2.21	.88	8.18	
B0111	Witness signing of legal documents	84.00	1.05	.88	9.06	
B0064	Maintain notary logs	76.00	1.15	.87	9.93	10
A0006	Compile statistical data	72.00	1.18	.85	10.78	
B0086	Prepare or review powers of attorney	80.00	1.04	.84	11.62	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	40.00	1.96	.78	12.40	
B0059	Conduct will executions	68.00	1.13	.77	13.17	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	36.00	2.11	.76	13.93	15
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	48.00	1.54	.74	14.66	
B0053	Brief clients on powers of attorney	68.00	1.06	.72	15.39	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	48.00	1.44	.69	16.08	
D0261	Prepare or review Article 15 responses	32.00	2.00	.64	16.72	
C0119	Compile Article 15, UCMJ, supportive evidence	44.00	1.44	.63	17.35	20
A0045	Review suspense dates	56.00	1.10	.62	17.96	
C0175	Prepare or review Article 15, UCMJ, punishments	44.00	1.33	.59	18.55	
A0047	Schedule office appointments	76.00	.75	.57	19.12	
C0118	Brief organizations on Article 15, UCMJ, procedures	28.00	1.99	.56	19.68	
C0137	Draft charges and specifications for actions, other than court-martial actions	44.00	1.20	.53	20.20	25

A0024	Log or suspense incoming correspondence	48.00	1.07	.52	20.72
A0042	Request building or grounds maintenance	28.00	1.79	.50	21.22

Number of Members: 25

GP0064

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	28.00	1.78	.50	21.72	
A0038	Process incoming or outgoing electronic mail	48.00	1.02	.49	22.21	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	16.00	3.05	.49	22.70	30
C0121	Complete court-martial processing checklist procedures	44.00	1.11	.49	23.19	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	40.00	1.19	.47	23.66	
F0310	Adjudicate claims	32.00	1.46	.47	24.13	
B0109	Verify eligibility of clients for legal assistance	52.00	.90	.47	24.60	
F0348	Prepare claims labels	36.00	1.27	.46	25.05	35
F0319	Brief claimants on claims filing procedures	32.00	1.42	.45	25.51	
C0246	Review unfavorable information files (UIFs)	40.00	1.11	.45	25.95	
A0026	Maintain office computer systems	24.00	1.83	.44	26.39	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	32.00	1.36	.44	26.83	
B0054	Compile administrative involuntary discharge files	24.00	1.82	.44	27.26	40
F0383	Process rebuttals from carriers	28.00	1.56	.44	27.70	
A0030	Prepare briefings, other than professional military education (PME) briefings	52.00	.84	.44	28.13	
F0316	Assert carrier recovery claims	32.00	1.35	.43	28.57	
A0012	Develop local office programs for computers, such as spreadsheets	32.00	1.34	.43	29.00	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	36.00	1.19	.43	29.42	45
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	56.00	.75	.42	29.85	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	32.00	1.31	.42	30.27	
A0041	Refer clients to other supportive agencies	56.00	.75	.42	30.68	
B0052	Assist in preparation of Legal Information Online System (LIONS)	48.00	.87	.42	31.10	
F0402	Transfer claims using AFCIMS	36.00	1.14	.41	31.51	50
A0048	Search directives, files, or legal references for information, such as opinions or decisions	52.00	.78	.41	31.92	
C0179	Prepare or review Article 15, UCMJ, vacation actions	44.00	.92	.40	32.32	
F0360	Prepare vouchers for payment of claims	36.00	1.11	.40	32.72	
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	20.00	1.98	.40	33.12	
F0337	Perform follow-up actions on carrier recovery claims	28.00	1.42	.40	33.52	55
B0058	Conduct will briefings	40.00	.98	.39	33.91	
F0369	Process carrier recovery claims for settlements	28.00	1.39	.39	34.30	
C0229	Request reports on individual personnel (RIPs)	40.00	.98	.39	34.69	
C0139	Edit AMJAMS products	40.00	.96	.39	35.08	
C0178	Prepare or review Article 15, UCMJ, suspension actions	44.00	.88	.39	35.46	60
C0170	Prepare or review Article 15, UCMJ, appeal actions	44.00	.87	.38	35.84	

A0036	Process administrative orders	56.00	.68	.38	36.23
B0063	Maintain legal assistance records	40.00	.96	.38	36.61
C0205	Process Article 15, UCMJ, appeal actions	44.00	.86	.38	36.99

Number of Members: 25

GP0064

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0010	Conduct witness interviews	52.00	.73	.38	37.37	65
F0314	Assemble claims files	32.00	1.18	.38	37.74	
A0035	Prepare witness travel orders	52.00	.72	.37	38.12	
A0032	Prepare conference areas for briefings or meetings	48.00	.78	.37	38.49	
F0380	Process personnel claims, other than for clothing	28.00	1.33	.37	38.87	
B0062	Interview clients for preparation of simple wills	32.00	1.16	.37	39.24	70
F0344	Prepare carrier recovery claims for setoffs	32.00	1.15	.37	39.61	
F0320	Close out claims	32.00	1.13	.36	39.97	
C0173	Prepare or review Article 15, UCMJ, decision letters	24.00	1.50	.36	40.33	
K0487	Conduct on-the-job training (OJT)	48.00	.74	.36	40.68	
A0011	Coordinate adverse actions with base agencies	44.00	.81	.36	41.04	75
C0253	Verify availability of court-martial or board members	40.00	.88	.35	41.39	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	44.00	.80	.35	41.74	
C0148	Notify participants of courts-martial or boards	40.00	.86	.34	42.09	
C0220	Procure court-martial or board members	40.00	.86	.34	42.43	
L0555	Write or indorse military performance reports	24.00	1.42	.34	42.77	80
C0238	Review court-martial or board member information	44.00	.78	.34	43.11	
C0176	Prepare or review Article 15, UCMJ, remission actions	44.00	.77	.34	43.45	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	32.00	1.06	.34	43.79	
B0067	Prepare simple wills	20.00	1.70	.34	44.13	
C0177	Prepare or review Article 15, UCMJ, set aside actions	40.00	.85	.34	44.47	85
F0398	Review payments from claimants' insurers	32.00	1.05	.34	44.81	
A0046	Schedule conferences	20.00	1.67	.33	45.14	
A0049	Sort and distribute incoming mail	48.00	.69	.33	45.47	
C0208	Process court-martial promulgating orders	44.00	.75	.33	45.80	
C0211	Process excess leave documentation	44.00	.75	.33	46.13	90
A0008	Conduct client interviews, other than for preparation of simple wills	40.00	.83	.33	46.46	
A0028	Make lodging or transportation arrangements	36.00	.91	.33	46.79	
F0312	Annotate claims funds logs	28.00	1.17	.33	47.12	
A0021	Inventory equipment or supplies	28.00	1.17	.33	47.45	
F0346	Prepare claims for transmittal	28.00	1.16	.33	47.77	95
C0212	Process post-trial materials submitted by accused	44.00	.73	.32	48.10	
C0149	Perform military justice legal research	40.00	.81	.32	48.42	
F0384	Process reconsiderations from claimants	28.00	1.15	.32	48.74	
F0311	Analyze claims management data listings or reports	20.00	1.59	.32	49.06	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	44.00	.72	.32	49.38	100
F0335	Perform claims legal research	24.00	1.32	.32	49.69	
F0347	Prepare claims inspection memorandums	28.00	1.12	.31	50.00	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	36.00	.87	.31	50.32	
C0185	Prepare or review court-martial promulgating orders	44.00	.70	.31	50.63	
C0248	Serve records of trial on accused	40.00	.77	.31	50.94	105
F0348	Prepare DD Forms 1131 (Cash Collection Voucher)	28.00	1.10	.31	51.24	

C0135	Distribute court-martial orders	44.00	.70	.31	51.55
C0223	Procure and brief individuals for bailiff duties	40.00	.76	.30	51.85
C0147	Monitor and report on special interest cases	36.00	.84	.30	52.15

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Number of Members: 25

GP0064

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0184	Prepare or review court-martial convening orders	44.00	.68	.30	52.45	110
C0138	Draft charges and specifications for court-martial actions	40.00	.74	.30	52.75	
C0164	Prepare witness payment vouchers	40.00	.74	.30	53.05	
F0321	Conduct claims inspections	32.00	.93	.30	53.34	
C0217	Process witness payment vouchers	40.00	.73	.29	53.64	
F0324	Determine chapter for claims	28.00	1.04	.29	53.93	115
F0374	Process federal tort claims	24.00	1.21	.29	54.22	
C0233	Review AMJAMS strength reports	36.00	.81	.29	54.51	
E0297	Assemble records of trials	40.00	.72	.29	54.80	
C0195	Prepare or review invitational travel orders	40.00	.72	.29	55.08	
F0325	Determine claims jurisdiction	32.00	.89	.28	55.37	120
C0151	Prepare administrative hold or release letters	44.00	.65	.28	55.65	
F0341	Perform follow-up actions on personnel claims	28.00	1.01	.28	55.94	
C0155	Prepare courtrooms for proceedings	40.00	.71	.28	56.22	
C0136	Distribute court-martial records of trials to reviewing authorities	44.00	.64	.28	56.50	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	40.00	.71	.28	56.78	125
C0163	Prepare trial folders	44.00	.64	.28	57.07	
C0130	Coordinate witness fundings with appropriate agencies	36.00	.78	.28	57.34	
F0340	Perform follow-up actions on incomplete mail-in claims	28.00	.99	.28	57.62	
C0172	Prepare or review Article 15, UCMJ, base activity reports	32.00	.86	.28	57.90	
C0235	Review charge sheets for accuracy and completeness	36.00	.77	.28	58.17	130
C0251	Suspense or follow up on military justice actions	36.00	.76	.27	58.45	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	28.00	.97	.27	58.72	
C0228	Request records of prior disciplinary actions	40.00	.68	.27	58.99	
A0001	Administer client questionnaires	40.00	.68	.27	59.26	
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	40.00	.67	.27	59.53	135
F0331	Maintain claims funds logs	28.00	.96	.27	59.80	
F0399	Review security forces blotters for potential claims	28.00	.95	.27	60.07	
F0345	Prepare claimant instruction packets	32.00	.83	.27	60.33	
C0171	Prepare or review Article 15, UCMJ, appellate actions	28.00	.94	.26	60.60	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	28.00	.94	.26	60.86	140
C0225	Request civilian witnesses for courts-martial	36.00	.73	.26	61.12	
C0230	Request witness fundings	36.00	.73	.26	61.39	
C0227	Request military witnesses for courts-martial	36.00	.73	.26	61.65	
F0403	Verify identity of claimants	28.00	.94	.26	61.91	
F0322	Conduct claims investigations	32.00	.81	.26	62.17	145
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	40.00	.65	.26	62.43	
B0051	Assist in preparation of legal assistance cards	32.00	.81	.26	62.69	
C0207	Process computer-generated AMJAMS reports for	36.00	.72	.26	62.95	

	distribution					
C0243	Review RIPs for courts-martial	36.00	.71	.26	63.20	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	32.00	.80	.26	63.46	150

Number of Members: 25

GP0064

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0087	Prepare or review preventive law bulletins	20.00	1.28	.26	63.71	
C0219	Procure convening authority approval of expert witnesses	36.00	.71	.25	63.97	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	40.00	.64	.25	64.22	
C0156	Prepare excess leave documentation	40.00	.63	.25	64.48	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	40.00	.62	.25	64.73	155
C0196	Prepare or review letters concerning submission of matters to convening authority	36.00	.69	.25	64.98	
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	40.00	.62	.25	65.22	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	28.00	.88	.25	65.47	
F0333	Maintain potential claims files	32.00	.77	.25	65.72	
C0168	Prepare or review amendments to court-martial convening orders	40.00	.61	.25	65.96	160
C0193	Prepare or review flimsies	36.00	.68	.24	66.21	
C0213	Process pretrial agreements	36.00	.68	.24	66.45	
C0157	Prepare findings worksheets	36.00	.66	.24	66.69	
F0372	Process claims payment vouchers	24.00	.99	.24	66.93	
C0231	Research charges and specifications for court-martial actions	36.00	.66	.24	67.16	165
F0401	Suspense payment vouchers	24.00	.99	.24	67.40	
I0471	Maintain administrative files	28.00	.84	.24	67.64	
C0198	Prepare or review proposed court-martial member lists	32.00	.74	.24	67.87	
C0182	Prepare or review court-martial actions of convening authorities	36.00	.66	.24	68.11	
B0056	Conduct preventive law briefings	20.00	1.18	.24	68.35	170
A0019	Hand-carry priority communications or documents to internal action offices	24.00	.97	.23	68.58	
C0240	Review evidence to determine appropriateness for military justice actions	32.00	.73	.23	68.81	
F0363	Prepare or review demand on carrier or contractor	20.00	1.16	.23	69.04	
F0315	Assemble investigative files on potential claims	28.00	.83	.23	69.28	
C0162	Prepare sentencing worksheets	36.00	.64	.23	69.51	175
F0365	Prepare or review settlement agreements	20.00	1.13	.23	69.73	
D0254	Compile investigative materials	32.00	.70	.23	69.96	
A0033	Prepare letters of appointment	44.00	.51	.22	70.18	
F0379	Process nonappropriated funds claims	24.00	.94	.22	70.41	
C0222	Procure physical evidence for trials	32.00	.70	.22	70.63	180
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	32.00	.69	.22	70.85	
F0357	Prepare seven-point memorandums	20.00	1.10	.22	71.07	
F0381	Process personnel clothing claims	24.00	.82	.22	71.29	

C0249	Serve subpoenas on witnesses	32.00	.69	.22	71.51	
C0131	Copy records of trial	44.00	.50	.22	71.73	185
F0326	Develop claims checklists	24.00	.91	.22	71.95	

Number of Members: 25

GP0064

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0244	Review security forces blotters for potential disciplinary actions	36.00	.60	.22	72.16	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	20.00	1.08	.22	72.38	
F0395	Review completed claims files prior to payment	24.00	.90	.21	72.59	
C0166	Prepare or process releases for court-martial or board members	32.00	.67	.21	72.81	190
C0142	Monitor pretrial restraint or posttrial confinement	40.00	.54	.21	73.02	
F0370	Process carrier recovery insurance claims	20.00	1.07	.21	73.24	
C0204	Prepare or review supplementary court-martial orders	40.00	.53	.21	73.45	
F0361	Prepare and process unearned transportation charges	20.00	1.06	.21	73.66	
A0018	Follow up on submitted travel vouchers	36.00	.59	.21	73.87	195
F0334	Negotiate claims settlements	20.00	1.05	.21	74.08	
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	16.00	1.30	.21	74.29	
D0290	Schedule client appointments	32.00	.65	.21	74.50	
B0066	Prepare miscellaneous legal reviews	28.00	.73	.21	74.70	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	24.00	.85	.21	74.91	200
F0313	Approve claims	24.00	.85	.20	75.11	
C0234	Review appointment or assumption of command orders with appropriate agencies	36.00	.55	.20	75.31	
K0488	Counsel trainees on training progress	24.00	.82	.20	75.51	
F0317	Assert government (G) claims	24.00	.81	.19	75.70	
L0516	Determine or establish work assignments or priorities	20.00	.97	.19	75.89	205
L0538	Interpret policies, directives, or procedures for subordinates	20.00	.96	.19	76.08	
A0015	Dispose of unclassified files	36.00	.53	.19	76.28	
B0071	Prepare documentation for off-duty employment applications	24.00	.80	.19	76.47	
K0489	Determine training requirements	24.00	.79	.19	76.66	
C0210	Process discovery requests	32.00	.59	.19	76.85	210
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	28.00	.68	.19	77.04	
K0499	Maintain training records or files	20.00	.94	.19	77.22	
L0556	Write recommendations for awards or decorations	16.00	1.15	.18	77.41	
L0541	Manage IMPAC card programs	20.00	.92	.18	77.59	
E0293	Assemble documentation for Article 32, UCMJ, investigations	28.00	.65	.18	77.78	215
H0431	Conduct LOAC briefings	28.00	.65	.18	77.96	
E0303	Procure photographs of physical evidence	28.00	.65	.18	78.14	
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	32.00	.56	.18	78.32	
L0537	Inspect personnel for compliance with military standards	24.00	.74	.18	78.50	
C0122	Conduct First Term Nizam Course (FTNC) briefings	22.00	.55	.18	78.67	220

C0181	Prepare or review convening authority actions on individual military defense counsel requests	24.00	.73	.18	78.85
C0146	Monitor victim and witness assistance program (VWAP)	24.00	.73	.17	79.02

Number of Members: 25

GP0064

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	24.00	.72	.17	79.20	
D0277	Prepare or review pretrial agreements	24.00	.72	.17	79.37	
B0105	Review legal reviews of off-duty employment	16.00	1.05	.17	79.54	225
C0115	Arrange for supervisory reviews of summary court-martial records of trials	16.00	1.04	.17	79.70	
F0397	Review direct procurement method (DPM) contracts	20.00	.82	.16	79.87	

Number of Members: 15

GP0065

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted	Cumulative Average Percent Time Spent by All Members
			Average Percent Time Spent by All Members	
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	40.88	40.89
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	27.32	68.22
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	14.33	82.55
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	4.32	86.88
B	PERFORMING CIVIL LAW ACTIVITIES	62	4.23	91.11
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	2.88	93.99
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.75	95.74
K	PERFORMING TRAINING ACTIVITIES	21	1.40	97.14
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.35	98.49
E	PERFORMING COURT REPORTING ACTIVITIES	18	1.11	99.60
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.40	100.00

Number of Members: 15

GP0065

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	80.00	1.62	1.30	1.30	
A0007	Compose or type administrative correspondence	80.00	1.61	1.29	2.59	
A0044	Retrieve data using computers	66.67	1.84	1.23	3.82	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	53.33	2.14	1.14	4.96	
C0119	Compile Article 15, UCMJ, supportive evidence	53.33	2.04	1.09	6.05	5
C0140	Input AMJAMS data	53.33	1.97	1.05	7.10	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	53.33	1.85	.99	8.09	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	53.33	1.68	.90	8.98	
C0120	Complete Article 15, UCMJ, processing checklist procedures	53.33	1.56	.83	9.82	
A0038	Process incoming or outgoing electronic mail	60.00	1.38	.83	10.65	10
C0123	Conduct First Term Airman Course (FTAC) briefings	66.67	1.18	.79	11.43	
C0175	Prepare or review Article 15, UCMJ, punishments	53.33	1.40	.75	12.18	
C0170	Prepare or review Article 15, UCMJ, appeal actions	46.67	1.55	.72	12.91	
C0139	Edit AMJAMS products	40.00	1.78	.71	13.62	
C0118	Brief organizations on Article 15, UCMJ, procedures	46.67	1.51	.71	14.32	15
A0030	Prepare briefings, other than professional military education (PME) briefings	66.67	1.04	.70	15.02	
F0310	Adjudicate claims	46.67	1.49	.70	15.72	
A0047	Schedule office appointments	53.33	1.25	.67	16.38	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	40.00	1.66	.66	17.05	
F0320	Close out claims	40.00	1.61	.65	17.69	20
C0205	Process Article 15, UCMJ, appeal actions	40.00	1.61	.65	18.34	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	46.67	1.38	.64	18.98	
F0348	Prepare claims labels	40.00	1.57	.63	19.61	
F0316	Assert carrier recovery claims	46.67	1.34	.62	20.23	
C0235	Review completed Article 15, UCMJ, actions for	46.67	1.32	.62	20.85	25

	administrative accuracy and legal sufficiency				
I0471	Maintain administrative files	40.00	1.51	.61	21.46
C0179	Prepare or review Article 15, UCMJ, vacation actions	53.33	1.14	.61	22.06

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Number of Members: 15

GP0065

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0121	Complete court-martial processing checklist procedures	46.67	1.30	.61	22.67	
F0319	Brief claimants on claims filing procedures	40.00	1.51	.60	23.27	
D0261	Prepare or review Article 15 responses	33.33	1.79	.60	23.87	30
C0228	Request records of prior disciplinary actions	46.67	1.25	.58	24.45	
F0314	Assemble claims files	40.00	1.45	.58	25.03	
F0399	Review security forces blotters for potential claims	40.00	1.44	.58	25.60	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	60.00	.95	.57	26.17	
A0045	Review suspense dates	46.67	1.21	.56	26.73	35
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	46.67	1.18	.55	27.28	
F0337	Perform follow-up actions on carrier recovery claims	40.00	1.37	.55	27.83	
A0041	Refer clients to other supportive agencies	53.33	1.00	.53	28.37	
C0171	Prepare or review Article 15, UCMJ, appellate actions	33.33	1.60	.53	28.90	
F0321	Conduct claims inspections	40.00	1.33	.53	29.43	40
B0110	Witness execution of wills	66.67	.80	.53	29.97	
A0006	Compile statistical data	60.00	.88	.53	30.49	
A0008	Conduct client interviews, other than for preparation of simple wills	40.00	1.31	.52	31.02	
C0244	Review security forces blotters for potential disciplinary actions	46.67	1.12	.52	31.54	
C0148	Notify participants of courts-martial or boards	46.67	1.11	.52	32.06	45
F0322	Conduct claims investigations	46.67	1.08	.50	32.56	
F0334	Negotiate claims settlements	40.00	1.24	.50	33.05	
F0315	Assemble investigative files on potential claims	46.67	1.05	.49	33.54	
F0383	Process rebuttals from carriers	46.67	1.04	.49	34.03	
C0229	Request reports on individual personnel (RIPs)	46.67	1.04	.49	34.52	50
F0380	Process personnel claims, other than for clothing	40.00	1.21	.48	35.00	
C0138	Draft charges and specifications for court-martial actions	46.67	1.02	.48	35.48	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	40.00	1.19	.48	35.96	
F0384	Process reconsiderations from claimants	46.67	1.02	.48	36.43	
F0402	Transfer claims using AFCLMS	40.00	1.19	.47	36.91	55
C0198	Prepare or review proposed court-martial member lists	53.33	.88	.47	37.38	
F0403	Verify identity of claimants	40.00	1.17	.47	37.84	
C0243	Review RIPs for courts-martial	46.67	.98	.46	38.30	
C0172	Prepare or review Article 15, UCMJ, base activity reports	26.67	1.71	.46	38.75	
B0086	Prepare or review powers of attorney	60.00	.75	.45	39.21	60
F0360	Prepare vouchers for payment of claims	46.67	.97	.45	39.66	
C0149	Perform military justice legal research	33.33	1.35	.45	40.11	
F0357	Prepare seven-point memorandums	33.33	1.34	.45	40.55	
C0163	Prepare trial folders	46.67	.95	.44	40.99	
F0346	Prepare claims for transmittal	40.00	1.11	.44	41.44	65
F0369	Process carrier recovery claims for settlements	40.00	1.10	.44	41.87	
F0345	Prepare claimant instruction packets	40.00	1.10	.44	42.31	

F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	40.00	1.10	.44	42.75
A0028	Make lodging or transportation arrangements	40.00	1.10	.44	43.19

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Number of Members: 15

GP0065

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0335	Perform claims legal research	33.33	1.31	.44	43.63	70
F0365	Prepare or review settlement agreements	33.33	1.30	.43	44.06	
C0137	Draft charges and specifications for actions, other than court-martial actions	40.00	1.08	.43	44.49	
C0193	Prepare or review flimsies	46.67	.92	.43	44.92	
F0347	Prepare claims inspection memorandums	33.33	1.29	.43	45.35	
C0240	Review evidence to determine appropriateness for military justice actions	33.33	1.28	.43	45.78	75
F0325	Determine claims jurisdiction	46.67	.91	.43	46.21	
F0344	Prepare carrier recovery claims for setoffs	40.00	1.05	.42	46.63	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	46.67	.89	.42	47.05	
C0178	Prepare or review Article 15, UCMJ, suspension actions	40.00	1.03	.41	47.46	
C0173	Prepare or review Article 15, UCMJ, decision letters	33.33	1.23	.41	47.87	80
F0324	Determine chapter for claims	33.33	1.21	.40	48.27	
F0372	Process claims payment vouchers	46.67	.86	.40	48.67	
B0065	Notarize documents	66.67	.60	.40	49.07	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	20.00	1.98	.40	49.47	
C0253	Verify availability of court-martial or board members	46.67	.85	.40	49.86	85
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	46.67	.84	.39	50.25	
C0220	Procure court-martial or board members	33.33	1.16	.39	50.64	
C0235	Review charge sheets for accuracy and completeness	40.00	.97	.39	51.03	
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	40.00	.97	.39	51.42	
B0075	Prepare or review general investigative reports	40.00	.95	.38	51.80	90
C0155	Prepare courtrooms for proceedings	46.67	.82	.38	52.18	
C0238	Review court-martial or board member information	33.33	1.14	.38	52.56	
F0311	Analyze claims management data listings or reports	33.33	1.14	.38	52.94	
F0341	Perform follow-up actions on personnel claims	40.00	.95	.38	53.32	
F0340	Perform follow-up actions on incomplete mail-in claims	40.00	.95	.38	53.70	95
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	40.00	.94	.37	54.07	
F0374	Process federal tort claims	33.33	1.12	.37	54.45	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	40.00	.93	.37	54.82	
C0166	Prepare or process releases for court-martial or board members	33.33	1.12	.37	55.19	
F0317	Assert government (G) claims	33.33	1.10	.37	55.56	100
F0381	Process personnel clothing claims	46.67	.79	.37	55.93	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	40.00	.91	.36	56.29	
C0151	Prepare administrative hold or release letters	46.67	.78	.36	56.65	
F0331	Maintain claims funds logs	33.33	1.09	.36	57.02	
F0375	Process G claims	33.33	1.09	.36	57.38	105
B0064	Maintain notary logs	53.33	.67	.36	57.74	

F0312	Annotate claims funds logs	33.33	1.07	.36	58.09
C0184	Prepare or review court-martial convening orders	40.00	.88	.35	58.44
A0025	Maintain law library resources	40.00	.86	.34	58.79

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Number of Members: 15

GP0065

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0212	Process post-trial materials submitted by accused	26.67	1.29	.34	59.13	110
C0186	Prepare or review DD Forms 2707 (Confinement Order)	40.00	.85	.34	59.47	
F0363	Prepare or review demand on carrier or contractor	40.00	.85	.34	59.81	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	20.00	1.68	.34	60.15	
F0333	Maintain potential claims files	33.33	1.00	.33	60.48	
E0303	Procure photographs of physical evidence	33.33	1.00	.33	60.82	115
B0059	Conduct will executions	53.33	.62	.33	61.15	
C0196	Prepare or review letters concerning submission of matters to convening authority	46.67	.69	.32	61.47	
C0177	Prepare or review Article 15, UCMJ, set aside actions	40.00	.80	.32	61.79	
F0398	Review payments from claimants' insurers	33.33	.96	.32	62.11	
C0234	Review appointment or assumption of command orders with appropriate agencies	26.67	1.17	.31	62.42	120
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	33.33	.93	.31	62.73	
E0301	Mark exhibits	40.00	.78	.31	63.04	
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	33.33	.93	.31	63.35	
A0001	Administer client questionnaires	26.67	1.16	.31	63.66	
F0370	Process carrier recovery insurance claims	33.33	.92	.31	63.97	125
F0338	Perform follow-up actions on G claims	26.67	1.15	.31	64.28	
F0361	Prepare and process unearned transportation charges	26.67	1.13	.30	64.58	
C0223	Procure and brief individuals for bailiff duties	40.00	.76	.30	64.88	
A0049	Sort and distribute incoming mail	40.00	.74	.30	65.18	
B0053	Brief clients on powers of attorney	46.67	.63	.29	65.47	130
C0136	Distribute court-martial records of trials to reviewing authorities	33.33	.88	.29	65.76	
C0168	Prepare or review amendments to court-martial convening orders	40.00	.73	.29	66.05	
C0233	Review AMJAMS strength reports	26.67	1.07	.28	66.34	
C0246	Review unfavorable information files (UIFs)	33.33	.85	.28	66.62	
B0111	Witness signing of legal documents	46.67	.61	.28	66.91	135
C0190	Prepare or review delay requests	26.67	1.06	.28	67.19	
A0010	Conduct witness interviews	53.33	.52	.28	67.47	
D0290	Schedule client appointments	26.67	1.03	.28	67.75	
C0192	Prepare or review discovery requests	26.67	1.03	.28	68.02	
C0206	Process Article 32, UCMJ, investigations	26.67	1.03	.27	68.29	140
C0185	Prepare or review court-martial promulgating orders	33.33	.82	.27	68.57	
D0258	Establish eligibility of clients for defense services	13.33	2.04	.27	68.84	
C0231	Research charges and specifications for court-martial actions	26.67	1.02	.27	69.11	
L0541	Manage IMPAC card programs	20.00	1.35	.27	69.38	
C0248	Serve records of trial on accused	40.00	.67	.27	69.65	145
C0210	Process discovery requests	26.67	.99	.26	69.91	
C0128	Coordinate services of court decisions on accused with	26.67	.88	.26	70.18	

C0207	confinement authorities or unit personnel Process computer-generated AMJAMS reports for distribution	33.33	.79	.26	70.44
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Number of Members: 15

GP0065

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0162	Prepare sentencing worksheets	33.33	.79	.26	70.70	
A0024	Log or suspense incoming correspondence	40.00	.64	.26	70.96	150
F0313	Approve claims	26.67	.96	.26	71.21	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	26.67	.96	.26	71.47	
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	40.00	.64	.25	71.72	
D0285	Prepare or review responses to Staff Judge Advocate recommendations	33.33	.76	.25	71.98	
A0026	Maintain office computer systems	26.67	.95	.25	72.23	155
C0164	Prepare witness payment vouchers	26.67	.95	.25	72.49	
C0208	Process court-martial promulgating orders	26.67	.95	.25	72.74	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	26.67	.94	.25	72.99	
D0263	Prepare or review case witness statements	33.33	.73	.24	73.23	
A0009	Conduct random spot-checks of law library	40.00	.61	.24	73.48	160
C0122	Conduct Article 137, UCMJ, briefings	40.00	.60	.24	73.72	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	26.67	.90	.24	73.96	
C0176	Prepare or review Article 15, UCMJ, remission actions	33.33	.72	.24	74.20	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	26.67	.90	.24	74.44	
C0182	Prepare or review court-martial actions of convening authorities	33.33	.72	.24	74.68	165
C0230	Request witness fundings	26.67	.90	.24	74.92	
C0132	Develop Article 15, UCMJ, processing checklists	40.00	.60	.24	75.16	
F0336	Perform Disaster Control Group (DCG) duties	26.67	.89	.24	75.39	
F0326	Develop claims checklists	26.67	.89	.24	75.63	
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	20.00	1.18	.24	75.87	170
D0265	Prepare or review client responses for discharge actions	13.33	1.77	.24	76.10	
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	26.67	.88	.23	76.34	
A0032	Prepare conference areas for briefings or meetings	40.00	.58	.23	76.57	
A0042	Request building or grounds maintenance	26.67	.87	.23	76.80	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	20.00	1.16	.23	77.04	175
A0048	Search directives, files, or legal references for information, such as opinions or decisions	26.67	.86	.23	77.27	
C0251	Suspense or follow up on military justice actions	26.67	.85	.23	77.49	
F0332	Maintain disaster response kits	26.67	.85	.23	77.72	
D0266	Prepare or review client statements	13.33	1.70	.23	77.95	
C0214	Process requests for individual military defense counsel	20.00	1.13	.23	78.17	180

C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	33.33	.67	.22	78.40
A0011	Coordinate adverse actions with base agencies	20.00	1.11	.22	78.62

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Number of Members: 15

GP0065

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0019	Hand-carry priority communications or documents to internal action offices	13.33	1.66	.22	78.84	
C0135	Distribute court-martial orders	26.67	.82	.22	79.06	
C0147	Monitor and report on special interest cases	20.00	1.08	.22	79.28	185
C0131	Copy records of trial	33.33	.64	.21	79.49	
C0225	Request civilian witnesses for courts-martial	33.33	.63	.21	79.70	
C0157	Prepare findings worksheets	26.67	.75	.20	79.90	

Number of Members: 19

GP0066

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	30.36	30.36
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	28.24	58.61
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	16.53	75.14
B	PERFORMING CIVIL LAW ACTIVITIES	62	10.16	85.30
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	4.27	89.57
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	3.96	93.54
K	PERFORMING TRAINING ACTIVITIES	21	2.28	95.81
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.40	97.21
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	1.16	98.38
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.16	99.53
E	PERFORMING COURT REPORTING ACTIVITIES	18	.47	100.00

Number of Members: 19

GP0066

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	89.47	1.66	1.49	1.49	
A0044	Retrieve data using computers	84.21	1.68	1.41	2.90	
A0007	Compose or type administrative correspondence	73.68	1.55	1.14	4.04	
B0110	Witness execution of wills	78.95	1.22	.96	5.00	
B0111	Witness signing of legal documents	78.95	1.19	.94	5.94	5
B0065	Notarize documents	68.42	1.17	.80	6.74	
A0045	Review suspense dates	63.16	1.23	.78	7.52	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	47.37	1.59	.75	8.27	
B0064	Maintain notary logs	63.16	1.19	.75	9.02	
C0140	Input AMJAMS data	52.63	1.42	.75	9.77	10
C0139	Edit AMJAMS products	47.37	1.47	.70	10.46	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	47.37	1.46	.69	11.15	
F0310	Adjudicate claims	42.11	1.62	.68	11.83	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	42.11	1.61	.68	12.51	
F0320	Close out claims	47.37	1.39	.66	13.17	15
F0319	Brief claimants on claims filing procedures	47.37	1.39	.66	13.83	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	52.63	1.23	.65	14.47	
B0109	Verify eligibility of clients for legal assistance	63.16	1.00	.63	15.11	
F0316	Assert carrier recovery claims	42.11	1.50	.63	15.74	
B0086	Prepare or review powers of attorney	68.42	.92	.63	16.37	20
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	47.37	1.32	.62	16.99	
F0341	Perform follow-up actions on personnel claims	42.11	1.47	.62	17.61	
F0314	Assemble claims files	42.11	1.47	.62	18.23	
B0053	Brief clients on powers of attorney	47.37	1.28	.61	18.83	
B0051	Assist in preparation of legal assistance cards	52.63	1.14	.60	19.43	25
F0347	Prepare claims inspection memorandums	42.11	1.42	.60	20.04	

F0321	Conduct claims inspections	42.11	1.41	.59	20.63
A0041	Refer clients to other supportive agencies	73.68	.80	.59	21.22
A0038	Process incoming or outgoing electronic mail	47.37	1.23	.58	21.80

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Number of Members: 19

GP0066

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0006	Compile statistical data	57.89	.99	.57	22.38	30
F0348	Prepare claims labels	42.11	1.36	.57	22.95	
F0315	Assemble investigative files on potential claims	42.11	1.36	.57	23.52	
F0363	Prepare or review demand on carrier or contractor	42.11	1.34	.56	24.08	
A0049	Sort and distribute incoming mail	63.16	.88	.56	24.64	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	52.63	1.05	.56	25.20	35
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	42.11	1.29	.54	25.74	
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	42.11	1.27	.53	26.27	
F0335	Perform claims legal research	42.11	1.25	.52	26.80	
F0383	Process rebuttals from carriers	42.11	1.25	.52	27.32	
F0384	Process reconsiderations from claimants	42.11	1.24	.52	27.85	40
F0360	Prepare vouchers for payment of claims	42.11	1.23	.52	28.37	
F0337	Perform follow-up actions on carrier recovery claims	42.11	1.20	.51	28.87	
F0325	Determine claims jurisdiction	42.11	1.19	.50	29.37	
A0032	Prepare conference areas for briefings or meetings	52.63	.95	.50	29.87	
F0372	Process claims payment vouchers	36.84	1.32	.49	30.36	45
F0324	Determine chapter for claims	42.11	1.15	.48	30.84	
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	36.84	1.31	.48	31.33	
F0403	Verify identity of claimants	36.84	1.30	.48	31.81	
B0059	Conduct will executions	36.84	1.28	.47	32.28	
F0369	Process carrier recovery claims for settlements	36.84	1.28	.47	32.75	50
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	42.11	1.11	.47	33.22	
A0030	Prepare briefings, other than professional military education (PME) briefings	47.37	.99	.47	33.68	
F0333	Maintain potential claims files	42.11	1.11	.47	34.15	
F0380	Process personnel claims, other than for clothing	36.84	1.25	.46	34.61	
A0047	Schedule office appointments	42.11	1.08	.46	35.07	55
F0402	Transfer claims using AFCIMS	42.11	1.07	.45	35.52	
C0137	Draft charges and specifications for actions, other than court-martial actions	31.58	1.42	.45	35.97	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	42.11	1.06	.45	36.41	
F0370	Process carrier recovery insurance claims	36.84	1.21	.45	36.86	
C0170	Prepare or review Article 15, UCMJ, appeal actions	36.84	1.21	.45	37.31	60
B0052	Assist in preparation of Legal Information Online System (LIONS)	21.05	2.11	.44	37.75	
F0344	Prepare carrier recovery claims for setoffs	42.11	1.05	.44	38.19	
I0471	Maintain administrative files	36.84	1.20	.44	38.63	
C0205	Process Article 15, UCMJ, appeal actions	36.84	1.19	.44	39.07	
B0063	Maintain legal assistance records	31.58	1.39	.44	39.51	65
C0175	Prepare or review Article 15, UCMJ, punishments	36.84	1.19	.44	39.95	
F0345	Prepare claimant instruction packets	42.11	1.03	.43	40.38	
A0001	Administer client questionnaires	52.63	.92	.42	40.82	

F0340	Perform follow-up actions on incomplete mail-in claims	42.11	1.02	.43	41.24	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	42.11	.99	.42	41.66	70
C0189	Prepare or review DD Forms 458 (Charge Sheet)	42.11	.99	.42	42.08	

Number of Members: 19

GP0066

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0121	Complete court-martial processing checklist procedures	36.84	1.12	.41	42.49	
C0136	Distribute court-martial records of trials to reviewing authorities	36.84	1.12	.41	42.90	
C0207	Process computer-generated AMJAMS reports for distribution	31.58	1.30	.41	43.31	
C0172	Prepare or review Article 15, UCMJ, base activity reports	36.84	1.10	.40	43.72	75
F0311	Analyze claims management data listings or reports	36.84	1.08	.40	44.12	
C0229	Request reports on individual personnel (RIPs)	42.11	.94	.40	44.51	
C0233	Review AMJAMS strength reports	31.58	1.25	.39	44.91	
A0010	Conduct witness interviews	47.37	.83	.39	45.30	
C0118	Brief organizations on Article 15, UCMJ, procedures	36.84	1.06	.39	45.69	80
C0155	Prepare courtrooms for proceedings	31.58	1.22	.38	46.07	
C0171	Prepare or review Article 15, UCMJ, appellate actions	31.58	1.20	.38	46.45	
C0149	Perform military justice legal research	36.84	1.02	.38	46.83	
C0119	Compile Article 15, UCMJ, supportive evidence	36.84	1.01	.37	47.20	
F0381	Process personnel clothing claims	31.58	1.17	.37	47.57	85
F0346	Prepare claims for transmittal	31.58	1.17	.37	47.94	
C0120	Complete Article 15, UCMJ, processing checklist procedures	31.58	1.17	.37	48.30	
F0361	Prepare and process unearned transportation charges	31.58	1.15	.36	48.67	
C0179	Prepare or review Article 15, UCMJ, vacation actions	36.84	.98	.36	49.03	
F0338	Perform follow-up actions on G claims	36.84	.97	.36	49.39	90
L0509	Conduct self-inspections or self-assessments	36.84	.96	.35	49.75	
F0357	Prepare seven-point memorandums	36.84	.95	.35	50.09	
A0008	Conduct client interviews, other than for preparation of simple wills	26.32	1.31	.34	50.44	
A0015	Dispose of unclassified files	47.37	.73	.34	50.78	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	36.84	.93	.34	51.12	95
C0244	Review security forces blotters for potential disciplinary actions	31.58	1.07	.34	51.46	
C0235	Review charge sheets for accuracy and completeness	31.58	1.07	.34	51.80	
A0026	Maintain office computer systems	26.32	1.27	.33	52.13	
F0375	Process G claims	36.84	.90	.33	52.47	
C0138	Draft charges and specifications for court-martial actions	26.32	1.26	.33	52.80	100
F0398	Review payments from claimants' insurers	31.58	1.04	.33	53.13	
F0401	Suspense payment vouchers	26.32	1.24	.33	53.45	
K0487	Conduct on-the-job training (OJT)	26.32	1.22	.32	53.77	
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	31.58	1.01	.32	54.09	
C0185	Prepare or review court-martial promulgating orders	31.58	1.01	.32	54.41	105
C0116	Assist with pretrial confinement hearings	36.84	.86	.32	54.73	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	21.05	1.49	.31	55.04	

C0148	Notify participants of courts-martial or boards	36.84	.85	.31	55.35	
F0332	Maintain disaster response kits	42.11	.74	.31	55.67	
C0228	Request records of prior disciplinary actions	36.84	.84	.31	55.98	110

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Number of Members: 19

GP0066

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0374	Process federal tort claims	31.58	.99	.31	56.29	
A0025	Maintain law library resources	21.05	1.47	.31	56.60	
A0024	Log or suspense incoming correspondence	31.58	.97	.31	56.91	
C0178	Prepare or review Article 15, UCMJ, suspension actions	36.84	.83	.31	57.21	
F0399	Review security forces blotters for potential claims	42.11	.72	.30	57.51	115
D0261	Prepare or review Article 15 responses	21.05	1.41	.30	57.81	
F0317	Assert government (G) claims	36.84	.80	.30	58.11	
K0493	Develop or procure training materials or aids	31.58	.93	.29	58.40	
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	36.84	.79	.29	58.69	
C0173	Prepare or review Article 15, UCMJ, decision letters	26.32	1.08	.28	58.97	120
F0322	Conduct claims investigations	31.58	.90	.28	59.26	
A0028	Make lodging or transportation arrangements	31.58	.88	.28	59.54	
K0499	Maintain training records or files	36.84	.75	.27	59.81	
A0021	Inventory equipment or supplies	36.84	.74	.27	60.08	
C0208	Process court-martial promulgating orders	26.32	1.04	.27	60.36	125
I0472	Maintain or update status indicators, such as boards, graphs, or charts	26.32	1.03	.27	60.63	
F0331	Maintain claims funds logs	26.32	1.01	.27	60.89	
A0011	Coordinate adverse actions with base agencies	15.79	1.69	.27	61.16	
A0022	Inventory law library publications	21.05	1.26	.27	61.43	
C0192	Prepare or review discovery requests	26.32	.99	.26	61.69	130
F0397	Review direct procurement method (DPM) contracts	31.58	.82	.26	61.95	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	26.32	.99	.26	62.21	
C0184	Prepare or review court-martial convening orders	26.32	.98	.26	62.47	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	36.84	.70	.26	62.72	
C0176	Prepare or review Article 15, UCMJ, remission actions	31.58	.81	.26	62.98	135
C0251	Suspense or follow up on military justice actions	21.05	1.22	.26	63.24	
F0326	Develop claims checklists	26.32	.97	.26	63.49	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	26.32	.97	.25	63.75	
F0334	Negotiate claims settlements	26.32	.97	.25	64.00	
A0013	Dispose of law library publications	21.05	1.20	.25	64.25	140
F0362	Prepare or review claims activity reports	21.05	1.20	.25	64.50	
F0391	Procure statements in support of claims	21.05	1.18	.25	64.75	
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	26.32	.94	.25	65.00	
F0365	Prepare or review settlement agreements	26.32	.93	.25	65.25	
B0058	Conduct will briefings	10.53	2.33	.24	65.49	145
A0033	Prepare letters of appointment	36.84	.66	.24	65.74	
C0206	Process Article 32, UCMJ, investigations	26.32	.92	.24	65.98	
D0255	Conduct initial reviews of adverse actions	15.79	1.53	.24	66.22	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	26.32	.92	.24	66.46	

I0469	Initiate requests for temporary duty (TDY) orders	21.05	1.12	.24	66.70	150
L0521	Develop or establish work methods or procedures	26.32	.89	.23	66.93	
C0198	Prepare or review proposed court-martial member lists	31.58	.74	.23	67.16	

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Number of Members: 19

GP0066

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	21.05	1.10	.23	67.39	
C0114	Arrange for service appellate court decisions on accused	15.79	1.46	.23	67.62	
C0151	Prepare administrative hold or release letters	31.58	.72	.23	67.85	155
C0231	Research charges and specifications for court-martial actions	26.32	.86	.23	68.08	
C0225	Request civilian witnesses for courts-martial	26.32	.86	.23	68.31	
C0177	Prepare or review Article 15, UCMJ, set aside actions	31.58	.71	.23	68.53	
C0219	Procure convening authority approval of expert witnesses	21.05	1.06	.22	68.76	
C0183	Prepare or review court-martial base activities reports	21.05	1.06	.22	68.98	160
F0312	Annotate claims funds logs	26.32	.85	.22	69.21	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	26.32	.85	.22	69.43	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	21.05	1.05	.22	69.65	
F0379	Process nonappropriated funds claims	21.05	1.05	.22	69.87	
C0157	Prepare findings worksheets	26.32	.84	.22	70.09	165
D0276	Prepare or review post-trial clemency evaluations	15.79	1.40	.22	70.31	
A0018	Follow up on submitted travel vouchers	31.58	.70	.22	70.53	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	21.05	1.04	.22	70.75	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	21.05	1.04	.22	70.97	
C0232	Review allied papers for insertion in records of trial	21.05	1.02	.22	71.19	170
C0135	Distribute court-martial orders	26.32	.81	.21	71.40	
C0227	Request military witnesses for courts-martial	21.05	1.02	.21	71.62	
H0441	Evaluate compliance with LOAC	10.53	2.01	.21	71.83	
A0019	Hand-carry priority communications or documents to internal action offices	31.58	.66	.21	72.04	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	31.58	.66	.21	72.25	175
C0182	Prepare or review court-martial actions of convening authorities	21.05	.97	.21	72.45	
C0238	Review court-martial or board member information	26.32	.77	.20	72.65	
A0023	Inventory network resource allocation management system (NetRAMS)	26.32	.76	.20	72.85	
C0130	Coordinate witness fundings with appropriate agencies	26.32	.76	.20	73.05	
A0014	Dispose of obsolete or excess publications, other than law library	15.79	1.26	.20	73.25	180
A0009	Conduct random spot-checks of law library	15.79	1.26	.20	73.45	
D0266	Prepare or review client statements	15.79	1.25	.20	73.65	
C0240	Review evidence to determine appropriateness for military justice actions	26.32	.75	.20	73.84	
C0222	Procure physical evidence for trials	21.05	.62	.20	74.04	

C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	21.05	.92	.19	74.24	185
F0327	Edit claims management products	21.05	.92	.19	74.43	

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Number of Members: 19

GP0066

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0234	Review appointment or assumption of command orders with appropriate agencies	15.79	1.23	.19	74.62	
C0223	Procure and brief individuals for bailiff duties	31.58	.61	.19	74.82	
J0478	Identify and report equipment or supply problems	26.32	.73	.19	75.01	
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	26.32	.73	.19	75.20	190
K0491	Develop training programs, plans, or procedures	21.05	.91	.19	75.39	
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	26.32	.73	.19	75.58	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	15.79	1.21	.19	75.77	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	21.05	.90	.19	75.96	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	15.79	1.19	.19	76.15	195
C0243	Review RIPs for courts-martial	26.32	.71	.19	76.34	
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	26.32	.71	.19	76.53	
C0209	Process discharges or resignations in lieu of courts-martial	15.79	1.18	.19	76.71	
C0125	Coordinate disposals of physical evidence with base agencies	21.05	.88	.19	76.90	
L0545	Prepare recommendation or non-recommendation retraining package	15.79	1.17	.19	77.08	200
F0323	Coordinate claims with other investigative agencies	26.32	.70	.18	77.27	
C0230	Request witness fundings	21.05	.87	.18	77.45	
C0210	Process discovery requests	26.32	.69	.18	77.63	
A0035	Prepare witness travel orders	26.32	.69	.18	77.81	
K0496	Evaluate effectiveness of training programs, plans, or procedures	21.05	.86	.18	78.00	205
L0556	Write recommendations for awards or decorations	15.79	1.14	.18	78.18	
L0555	Write or indorse military performance reports	15.79	1.14	.18	78.36	
F0328	Follow up on other investigative agencies' investigations	26.32	.68	.18	78.54	
C0132	Develop Article 15, UCMJ, processing checklists	15.79	1.11	.18	78.71	
A0046	Schedule conferences	21.05	.83	.18	78.89	210
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	21.05	.83	.17	79.06	
B0087	Prepare or review preventive law bulletins	15.79	1.10	.17	79.24	
D0288	Prepare or review witness affidavits	15.79	1.09	.17	79.41	
D0265	Prepare or review client responses for discharge actions	15.79	1.09	.17	79.58	
C0247	Serve appellate court decisions on accused	21.05	.82	.17	79.75	215
B0089	Prepare or review preventive law newsletters	10.53	1.62	.17	79.92	

Number of Members: 12

GP0067

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	31.92	31.93
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	22.61	54.54
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	13.98	68.52
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	6.99	75.52
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	6.85	82.37
B	PERFORMING CIVIL LAW ACTIVITIES	62	5.94	88.32
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	5.05	93.36
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	3.91	97.27
E	PERFORMING COURT REPORTING ACTIVITIES	18	2.01	99.28
K	PERFORMING TRAINING ACTIVITIES	21	.44	99.72
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	.18	99.89
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.11	100.00

Number of Members: 12

GP0067

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0007	Compose or type administrative correspondence	91.67	4.50	4.13	4.13	
I0471	Maintain administrative files	58.33	4.83	2.82	6.94	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	33.33	7.76	2.59	9.53	
A0002	Answer customer service telephone calls	75.00	2.69	2.01	11.54	
A0044	Retrieve data using computers	75.00	2.19	1.64	13.18	5
A0038	Process incoming or outgoing electronic mail	66.67	2.36	1.57	14.75	
A0049	Sort and distribute incoming mail	66.67	2.26	1.51	16.26	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	66.67	2.20	1.47	17.73	
D0261	Prepare or review Article 15 responses	50.00	2.43	1.21	18.94	
A0028	Make lodging or transportation arrangements	66.67	1.67	1.12	20.06	10
D0290	Schedule client appointments	50.00	2.18	1.09	21.15	
A0021	Inventory equipment or supplies	66.67	1.54	1.03	22.18	
C0140	Input AMJAMS data	33.33	3.05	1.02	23.19	
A0047	Schedule office appointments	50.00	2.01	1.01	24.20	
A0041	Refer clients to other supportive agencies	75.00	1.34	1.01	25.21	15
D0257	Coordinate individual case dockets with legal office or circuit courts	50.00	2.00	1.00	26.20	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	41.67	2.38	.99	27.19	
C0163	Prepare trial folders	41.67	2.24	.93	28.13	
A0026	Maintain office computer systems	58.33	1.59	.93	29.06	
D0265	Prepare or review client responses for discharge actions	41.67	2.17	.90	29.96	20
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	33.33	2.69	.90	30.86	
A0033	Prepare letters of appointment	50.00	1.72	.86	31.71	
A0024	Log or suspense incoming correspondence	41.67	2.00	.83	32.55	
A0045	Review suspense docket	33.33	2.40	.80	33.35	

I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	33.33	2.36	.79	34.13	25
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Number of Members: 12

GP0067

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0008	Conduct client interviews, other than for preparation of simple wills	50.00	1.56	.78	34.91	
D0263	Prepare or review case witness statements	33.33	2.34	.78	35.69	
A0010	Conduct witness interviews	58.33	1.30	.76	36.45	
A0006	Compile statistical data	75.00	1.00	.75	37.20	
C0123	Conduct First Term Airman Course (FTAC) briefings	50.00	1.48	.74	37.93	30
D0266	Prepare or review client statements	41.67	1.75	.73	38.66	
D0264	Prepare or review client assistance records	33.33	2.18	.73	39.39	
J0478	Identify and report equipment or supply problems	50.00	1.40	.70	40.09	
L0541	Manage IMPAC card programs	41.67	1.61	.67	40.76	
A0025	Maintain law library resources	58.33	1.08	.63	41.39	35
B0065	Notarize documents	66.67	.94	.63	42.02	
C0126	Coordinate individual case dockets with defense council circuit	16.67	3.78	.63	42.65	
B0064	Maintain notary logs	58.33	1.05	.61	43.26	
C0205	Process Article 15, UCMJ, appeal actions	33.33	1.83	.61	43.87	
D0254	Compile investigative materials	41.67	1.45	.60	44.48	40
J0481	Maintain organizational equipment or supply records	41.67	1.44	.60	45.08	
A0001	Administer client questionnaires	41.67	1.42	.59	45.67	
A0022	Inventory law library publications	50.00	1.14	.57	46.24	
B0086	Prepare or review powers of attorney	50.00	1.13	.57	46.80	
E0299	Maintain court files or tapes	8.33	6.57	.55	47.35	45
D0272	Prepare or review office activity reports	41.67	1.30	.54	47.89	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	41.67	1.29	.54	48.43	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	50.00	1.07	.54	48.97	
C0229	Request reports on individual personnel (RIPs)	25.00	2.13	.53	49.50	
C0190	Prepare or review delay requests	33.33	1.58	.53	50.03	50
E0301	Mark exhibits	50.00	1.04	.52	50.55	
D0255	Conduct initial reviews of adverse actions	41.67	1.25	.52	51.07	
F0335	Perform claims legal research	8.33	6.25	.52	51.59	
F0313	Approve claims	8.33	6.25	.52	52.11	
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	33.33	1.56	.52	52.63	55
A0030	Prepare briefings, other than professional military education (PME) briefings	58.33	.88	.51	53.14	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	33.33	1.51	.50	53.65	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	50.00	.99	.49	54.14	
D0258	Establish eligibility of clients for defense services	41.67	1.18	.49	54.63	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	41.67	1.17	.49	55.12	60
B0111	Witness signing of legal documents	33.33	1.46	.49	55.61	
C0175	Prepare or review Article 15, UCMJ, punishments	25.00	1.94	.49	56.09	
D0281	Prepare or review requests for delay actions	33.33	1.42	.48	56.57	

A0020	Initiate requisitions for equipment, supplies, forms, or publications	58.33	.81	.47	57.04
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Number of Members: 12

GP0067

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0120	Complete Article 15, UCMJ, processing checklist procedures	16.67	2.81	.47	57.51	65
C0119	Compile Article 15, UCMJ, supportive evidence	16.67	2.81	.47	57.98	
C0240	Review evidence to determine appropriateness for military justice actions	25.00	1.87	.47	58.45	
B0110	Witness execution of wills	25.00	1.86	.47	58.91	
J0475	Coordinate maintenance of equipment with appropriate agencies	41.67	1.10	.46	59.37	
L0504	Annotate time and attendance sheets for civilian employees	8.33	5.41	.45	59.82	70
A0009	Conduct random spot-checks of law library	41.67	1.08	.45	60.27	
C0178	Prepare or review Article 15, UCMJ, suspension actions	25.00	1.78	.45	60.72	
D0262	Prepare or review case summary reports	25.00	1.78	.45	61.16	
D0268	Prepare or review defense paralegal (DP) training reports	33.33	1.32	.44	61.60	
A0036	Process administrative orders	33.33	1.31	.44	62.04	75
A0011	Coordinate adverse actions with base agencies	33.33	1.30	.43	62.47	
C0179	Prepare or review Article 15, UCMJ, vacation actions	16.67	2.57	.43	62.90	
C0149	Perform military justice legal research	25.00	1.71	.43	63.33	
A0018	Follow up on submitted travel vouchers	50.00	.85	.43	63.75	
B0109	Verify eligibility of clients for legal assistance	33.33	1.27	.42	64.17	80
B0053	Brief clients on powers of attorney	33.33	1.27	.42	64.60	
A0012	Develop local office programs for computers, such as spreadsheets	41.67	1.01	.42	65.02	
A0023	Inventory network resource allocation management system (NetRAMS)	50.00	.83	.41	65.43	
D0259	Maintain defense counsel case dockets	33.33	1.23	.41	65.84	
C0195	Prepare or review invitational travel orders	25.00	1.63	.41	66.25	85
C0170	Prepare or review Article 15, UCMJ, appeal actions	25.00	1.62	.41	66.65	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	25.00	1.62	.41	67.06	
B0054	Compile administrative involuntary discharge files	8.33	4.74	.39	67.45	
A0027	Maintain suspense files of newly purchased materials	33.33	1.18	.39	67.85	
C0176	Prepare or review Article 15, UCMJ, remission actions	16.67	2.33	.39	68.23	90
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	16.67	2.33	.39	68.62	
C0177	Prepare or review Article 15, UCMJ, set aside actions	16.67	2.33	.39	69.01	
I0469	Initiate requests for temporary duty (TDY) orders	25.00	1.50	.38	69.39	
D0283	Prepare or review requests for individual military defense counsel	41.67	.90	.37	69.76	
F0340	Perform follow-up actions on incomplete mail-in claims	8.33	4.46	.37	70.13	95
F0316	Assert carrier recovery claims	8.33	4.46	.37	70.50	
F0314	Assemble claims files	8.33	4.46	.37	70.88	
F0348	Prepare claims labels	8.33	4.46	.37	71.25	
F0402	Transfer claims using AFCIMS	8.33	4.46	.37	71.62	
F0320	Close out claims	8.33	4.46	.37	71.99	100
F0403	Verify identity of claimants	8.33	4.46	.37	72.36	

F0370	Process carrier recovery insurance claims	8.33	4.46	.37	72.74
F0383	Process rebuttals from carriers	8.33	4.46	.37	73.11
F0310	Adjudicate claims	8.33	4.46	.37	73.48

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Number of Members: 12

GP0067

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0315	Assemble investigative files on potential claims	8.33	4.46	.37	73.85	105
F0347	Prepare claims inspection memorandums	8.33	4.46	.37	74.22	
F0337	Perform follow-up actions on carrier recovery claims	8.33	4.46	.37	74.60	
F0341	Perform follow-up actions on personnel claims	8.33	4.46	.37	74.97	
F0369	Process carrier recovery claims for settlements	8.33	4.46	.37	75.34	
F0321	Conduct claims inspections	8.33	4.46	.37	75.71	110
A0042	Request building or grounds maintenance	41.67	.89	.37	76.08	
C0227	Request military witnesses for courts-martial	33.33	1.10	.37	76.45	
A0013	Dispose of law library publications	41.67	.87	.36	76.81	
C0151	Prepare administrative hold or release letters	16.67	2.08	.35	77.16	
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	25.00	1.33	.33	77.49	115
A0015	Dispose of unclassified files	58.33	.56	.33	77.82	
J0476	Develop equipment checklists	25.00	1.24	.31	78.13	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	16.67	1.84	.31	78.44	
C0235	Review charge sheets for accuracy and completeness	25.00	1.23	.31	78.74	
C0121	Complete court-martial processing checklist procedures	16.67	1.83	.30	79.05	120
A0029	Post changes to publications	25.00	1.20	.30	79.35	
B0059	Conduct will executions	16.67	1.78	.30	79.64	
L0524	Draft or review budget requirements	25.00	1.16	.29	79.93	

Report Option Table for Modules

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Report Option Table for Tasks

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Description of Reported Module Factors

Col	Factor	Source	vector	Title	Number Members	----- Mean	Based on All S.D.	Tasks Within Max	Range Min	----- Valid
1	TITLE			Module Statement						

Description of Reported Task Factors

1	TITLE		Task Statement							
2	F0042	GP0042/PMP	All DAFSC 5J0X1 AD Amn in USAFE	45	18.69	14.70	91.11	.00	557	
3	F0043	GP0043/PMP	All DAFSC 5J0X1 AD Amn in AETC	78	18.91	14.32	80.77	.00	557	
4	F0045	GP0045/PMP	All DAFSC 5J0X1 AD Amn in PACAF	62	18.80	14.35	88.71	.00	557	
5	F0047	GP0047/PMP	All DAFSC 5J0X1 AD Amn in AFSOC	7	17.18	16.88	85.71	.00	557	
6	F0048	GP0048/PMP	All DAFSC 5J0X1 AD Amn in ACC	77	19.06	14.73	87.01	.00	557	
7	F0049	GP0049/PMP	All DAFSC 5J0X1 AD Amn in AMC	53	21.67	16.30	86.79	.00	557	
8	F0050	GP0050/PMP	All DAFSC 5J0X1 AD Amn in AFMC	42	19.18	14.28	88.10	.00	557	
9	F0051	GP0051/PMP	All DAFSC 5J0X1 AD Amn in AFSPC	33	19.91	15.27	87.88	.00	557	
10	F0052	GP0052/PMP	All DAFSC 5J0X1 AD Amn in AFLSA	57	12.62	16.51	92.98	.00	557	

AFSC 5J0X1 tasks are presented in USAF Job Inventory order under Duty headings.

The percent of MAJCOM group members performing each task is presented to the right of each task.

Note that tasks are listed in alphabetical order under each Duty heading so that tasks may be easily located and cross-referenced. Differences between groups may be highlighted where there are large differences in percent members performing each task across the various groups.

D										
T Tsk		USA	AE	PAC	AF			AF	AF	AF
Y Nbr	Task Title	FE	TC	AF	SOC	ACC	AMC	MC	SPC	LSA

A	PERFORMING GENERAL PARALEGAL ACTIVITIES									
A0001	Administer client questionnaires	27	42	44	43	34	45	40	45	40
A0002	Answer customer service telephone calls	78	81	87	86	77	87	88	79	77
A0003	Brief or assist clients in filing electronic income tax returns	22	10	11	0	13	21	17	9	0
A0004	Brief or assist clients on preparation of income tax returns	18	6	8	0	12	19	12	12	0
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	9	1	2	0	3	9	10	0	0
A0006	Compile statistical data	60	60	61	71	62	77	74	67	79
A0007	Compose or type administrative correspondence	71	68	85	57	87	83	88	82	93
A0008	Conduct client interviews, other than for preparation of simple wills	36	36	39	43	35	49	43	30	46
A0009	Conduct random spot-checks of law library	18	19	18	43	14	15	36	24	51
A0010	Conduct witness interviews	27	27	37	29	36	47	45	39	46
A0011	Coordinate adverse actions with base agencies	29	38	42	43	25	45	21	18	35
A0012	Develop local office programs for computers, such as spreadsheets	31	33	39	14	36	40	48	33	47
A0013	Dispose of law library publications	13	14	15	43	13	15	29	24	56
A0014	Dispose of obsolete or excess publications, other than law library	11	9	21	43	13	21	29	21	49
A0015	Dispose of unclassified files	44	31	34	57	34	42	36	52	58
A0016	Establish law library publications checkout procedures	11	8	11	14	8	13	14	18	32
A0017	Establish reading files	13	17	19	43	12	26	31	27	40
A0018	Follow up on submitted travel vouchers	47	33	29	29	36	43	31	36	56
A0019	Hand-carry priority communications or documents to internal action offices	33	38	45	43	36	40	31	42	30
A0020	Initiate requisitions for equipment, supplies, forms, or publications	42	35	39	43	26	34	45	42	61
A0021	Inventory equipment or supplies	38	38	29	43	32	36	48	45	68
A0022	Inventory law library publications	13	13	13	29	10	15	31	24	58
A0023	Inventory network resource allocation management	28	21	15	28	18	25	26	21	55

system (NetRAMS)

D											
T Tsk			USA	AE	PAC	AF		AF	AF	AF	
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC	LSA
A0024	Log or suspense incoming correspondence		40	44	48	43	39	49	55	39	54
A0025	Maintain law library resources		16	12	16	14	10	13	29	24	58
A0026	Maintain office computer systems		31	31	31	29	25	36	43	27	67
A0027	Maintain suspense files of newly purchased materials		16	13	16	14	13	25	38	21	44
A0028	Make lodging or transportation arrangements		42	42	47	43	45	45	40	39	67
A0029	Post changes to publications		13	17	18	14	13	11	33	12	44
A0030	Prepare briefings, other than professional military education (PME) briefings		62	62	65	43	64	64	64	61	74
A0031	Prepare certificates of transfer		7	12	16	14	18	17	14	12	35
A0032	Prepare conference areas for briefings or meetings		42	46	47	57	44	58	57	64	51
A0033	Prepare letters of appointment		40	35	45	43	38	62	67	52	54
A0034	Prepare status reports on receipt or nonreceipt of publications		7	5	8	14	4	6	7	12	23
A0035	Prepare witness travel orders		24	26	31	14	34	45	17	27	5
A0036	Process administrative orders		29	36	32	14	27	55	33	21	42
A0037	Process congressional or high-level inquiries		4	5	11	0	8	17	17	9	11
A0038	Process incoming or outgoing electronic mail		69	64	63	57	75	60	74	64	79
A0039	Procure nonstandard office supplies, such as foreign publications		16	4	10	0	4	8	2	9	9
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)		36	27	27	43	26	19	21	27	49
A0041	Refer clients to other supportive agencies		58	56	61	71	70	72	57	70	68
A0042	Request building or grounds maintenance		29	21	26	43	30	32	33	24	40
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system		42	55	45	71	61	68	50	61	56
A0044	Retrieve data using computers		87	76	77	57	86	81	76	88	84
A0045	Review suspense dates		53	54	69	57	58	64	57	73	60
A0046	Schedule conferences		20	18	23	43	23	36	40	33	44
A0047	Schedule office appointments		51	54	56	57	58	77	67	58	58
A0048	Search directives, files, or legal references for information, such as opinions or decisions		56	51	61	43	66	64	48	61	63
A0049	Sort and distribute incoming mail		47	51	60	57	48	62	52	67	75

B PERFORMING CIVIL LAW ACTIVITIES

B0050	Assist in aircraft or missile mishap investigations		9	10	8	14	6	11	5	6	2
B0051	Assist in preparation of legal assistance cards		44	32	32	57	45	49	24	55	16
B0052	Assist in preparation of Legal Information Online System (LIONS)		42	33	40	57	42	58	24	30	4
B0053	Brief clients on powers of attorney		82	50	68	57	69	75	57	58	28
B0054	Compile administrative involuntary discharge files		27	12	19	14	19	21	10	15	11
B0055	Conduct internal investigations concerning environmental law issues		0	0	0	0	0	6	2	3	0
B0056	Conduct preventive law briefings		31	14	16	0	17	25	19	18	28
B0057	Conduct surveys concerning environmental law issues		0	0	2	0	1	2	2	3	0
B0058	Conduct will briefings		21	14	25	57	45	51	26	21	2

B0059 Conduct will executions

60 37 56 71 53 75 48 48 9

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prtmod		AFSC 5J0X1 Total MAJCOM Groups (Inventory Order)	PM0003	'Occupational Analysis Program'							Page	4
				'AFOMS (AETC) Randolph AFB TX'								
D												
T Tsk			USA	AE	PAC	AF		AF	AF	AF		
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC	LSA	
B0060	Conduct external investigations concerning environmental law issues		0	0	0	0	0	0	2	3	0	
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies		0	3	3	0	6	6	2	0	0	
B0062	Interview clients for preparation of simple wills		7	8	13	14	19	38	24	9	2	
B0063	Maintain legal assistance records		38	18	35	29	31	49	21	36	19	
B0064	Maintain notary logs		82	55	85	86	79	83	64	70	33	
B0065	Notarize documents		91	54	89	71	84	87	74	76	37	
B0066	Prepare miscellaneous legal reviews		22	22	42	43	34	42	31	21	5	
B0067	Prepare simple wills		4	8	13	43	16	30	29	6	0	
B0068	Prepare support documents for special security files		2	0	5	0	1	4	5	3	0	
B0069	Prepare wills with trusts		0	4	2	0	6	8	5	3	0	
B0070	Prepare and review responses concerning environmental law issues		0	0	3	0	1	4	2	0	0	
B0071	Prepare documentation for off-duty employment applications		29	13	27	29	19	40	21	9	5	
B0072	Prepare or process documentation for decredentiaing boards		0	3	0	0	0	2	2	0	4	
B0073	Prepare or review barment documents		11	6	23	14	18	19	12	6	4	
B0074	Prepare or review dependent misconduct actions		7	5	19	0	6	4	10	6	0	
B0075	Prepare or review general investigative reports		20	13	31	14	29	17	24	21	9	
B0076	Prepare or review legal assistance reports		29	18	21	14	19	28	21	21	7	
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations		4	8	18	29	16	15	19	6	9	
B0078	Prepare or review legal reviews of reports of survey		7	8	16	14	16	11	14	12	9	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions		27	17	19	29	16	15	21	21	14	
B0080	Prepare or review legal reviews of fundraising activities		16	5	23	14	14	15	10	9	2	
B0081	Prepare or review legal reviews of private organizations		16	4	23	0	12	15	10	9	0	
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act		7	5	18	0	12	21	12	9	0	
B0083	Prepare or review letters requesting financial disclosure statements		7	1	16	14	6	11	12	3	0	
B0084	Prepare or review litigation reports		7	3	5	14	6	4	0	6	4	
B0085	Prepare or review magistrate court documents		2	0	10	14	3	6	10	9	2	
B0086	Prepare or review powers of attorney		82	42	76	71	71	79	67	73	25	
B0087	Prepare or review preventive law bulletins		13	5	13	0	8	21	7	21	7	
B0088	Prepare or review preventive law handbook factsheets		16	4	16	0	9	21	7	12	12	
B0089	Prepare or review preventive law newsletters		16	3	18	0	12	15	7	15	4	
B0090	Prepare or review preventive law newspaper articles		13	9	23	0	18	13	17	18	9	
B0091	Prepare or review revocation documents		7	0	11	0	6	8	10	9	2	
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints		7	4	6	0	1	8	5	12	4	
B0093	Process civilian real estate reimbursement claims		0	3	3	0	6	8	7	6	0	
B0094	Process contracts		2	0	5	0	2	2	0	0	0	

B0095	Process dependent misconduct actions	2	1	10	0	5	4	2	6	0
B0096	Process financial disclosure statements	4	1	6	0	6	6	7	0	0
B0097	Process FOIA or Privacy Act requests	2	10	10	0	6	15	12	9	2

D										
T Tsk			USA	AE	PAC	AF		AF	AF	AF
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC LSA
B0098	Process general investigative reports		16	5	18	0	13	9	19	12 2
B0099	Process requests for release of military personnel to civilian authorities		0	3	3	0	1	2	5	3 4
B0100	Process revocation actions		2	0	10	0	6	8	2	3 4
B0101	Process special security files		0	0	6	0	1	2	0	3 0
B0102	Procure board members for administrative discharge boards		13	6	13	14	8	9	7	9 2
B0103	Provide administrative support for flying evaluation boards (FEBs)		2	8	3	0	0	2	5	0 5
B0104	Provide support for administrative discharge boards		13	18	13	14	10	21	14	15 21
B0105	Review legal reviews of off-duty employment		16	9	18	29	16	23	14	9 2
B0106	Review special security files		0	0	11	0	4	2	0	0 0
B0107	Schedule military law seminars		7	4	10	0	4	11	7	9 4
B0108	Serve as assistant government representative during administrative discharge boards		0	1	2	0	1	6	2	0 0
B0109	Verify eligibility of clients for legal assistance		58	45	53	71	56	62	55	61 28
B0110	Witness execution of wills		67	62	73	71	77	81	71	76 12
B0111	Witness signing of legal documents		60	60	76	71	77	83	64	76 18

C PERFORMING MILITARY JUSTICE ACTIVITIES

C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports		40	47	42	43	47	47	45	55 19
C0113	Analyze statistics of Driving Under the Influence (DUI) violations		20	12	27	14	19	25	14	24 4
C0114	Arrange for service appellate court decisions on accused		9	12	15	14	16	13	10	12 5
C0115	Arrange for supervisory reviews of summary court-martial records of trials		16	17	15	14	18	13	12	12 4
C0116	Assist with pretrial confinement hearings		13	18	15	14	26	19	14	30 18
C0117	Authenticate court-martial orders		9	10	11	43	14	19	14	12 0
C0118	Brief organizations on Article 15, UCMJ, procedures		33	35	32	14	26	28	29	30 21
C0119	Compile Article 15, UCMJ, supportive evidence		29	35	29	0	26	30	29	33 12
C0120	Complete Article 15, UCMJ, processing checklist procedures		33	37	31	29	31	28	29	33 9
C0121	Complete court-martial processing checklist procedures		29	31	31	29	38	34	24	39 14
C0122	Conduct Article 137, UCMJ, briefings		24	22	24	0	22	28	24	21 2
C0123	Conduct First Term Airman Course (FTAC) briefings		24	19	18	0	29	38	40	21 40
C0124	Coordinate appointment or assumption of command orders with appropriate agencies		18	22	27	0	13	25	21	24 0
C0125	Coordinate disposals of physical evidence with base agencies		9	18	16	14	14	15	12	15 2
C0126	Coordinate individual case dockets with defense council circuit		9	14	19	14	14	15	12	9 14
C0127	Coordinate preferral of charges on pretrial confinees with commanders		20	18	24	14	22	25	17	18 4

C0128 Coordinate serving of charges on accused with trial
 counsel or unit personnel

27 29 27 14 31 34 19 24 0

prtmod		AFSC 5J0X1 Total MAJCOM Groups (Inventory Order)	PM0003	'Occupational Analysis Program'							Page	6
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D												
T Tsk			USA	AE	PAC	AF		AF	AF	AF		
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC	LSA	
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel		20	17	26	29	29	30	17	21	9	
C0130	Coordinate witness fundings with appropriate agencies		27	29	34	29	38	38	17	27	5	
C0131	Copy records of trial		16	21	34	29	27	36	17	24	5	
C0132	Develop Article 15, UCMJ, processing checklists		27	28	26	14	18	19	26	21	5	
C0133	Develop court-martial processing checklists		22	24	26	14	23	17	17	18	11	
C0134	Dispose of physical evidence		13	13	18	14	13	15	10	6	4	
C0135	Distribute court-martial orders		27	28	29	43	38	34	17	30	4	
C0136	Distribute court-martial records of trials to reviewing authorities		20	28	34	43	35	34	19	33	2	
C0137	Draft charges and specifications for actions, other than court-martial actions		27	32	29	14	31	30	26	30	4	
C0138	Draft charges and specifications for court-martial actions		24	31	27	29	34	32	24	24	2	
C0139	Edit AMJAMS products		27	40	37	43	35	32	29	42	12	
C0140	Input AMJAMS data		33	44	40	43	39	38	31	45	18	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions		31	40	34	29	30	34	31	39	5	
C0142	Monitor pretrial restraint or posttrial confinement		13	23	23	14	25	32	10	24	9	
C0143	Monitor status of excess leave personnel		13	22	23	0	22	26	12	18	2	
C0144	Monitor status of DUI violations		16	15	26	0	12	11	7	15	2	
C0145	Monitor urinalysis programs		7	5	11	0	4	8	12	6	0	
C0146	Monitor victim and witness assistance program (VWAP)		16	14	21	0	14	21	12	21	2	
C0147	Monitor and report on special interest cases		27	35	27	14	29	30	17	27	12	
C0148	Notify participants of courts-martial or boards		22	29	31	14	31	32	29	33	11	
C0149	Perform military justice legal research		24	35	31	29	35	30	21	30	23	
C0150	Perform trial team member activities		18	15	24	0	16	15	17	12	11	
C0151	Prepare administrative hold or release letters		29	32	31	14	34	34	24	30	4	
C0152	Prepare advice on orders for rehearings		4	8	3	14	1	8	7	6	0	
C0153	Prepare annual VWAP report		16	10	10	0	6	13	12	12	0	
C0154	Prepare case briefs		4	9	10	0	4	4	5	3	5	
C0155	Prepare courtrooms for proceedings		22	33	35	14	35	36	24	27	2	
C0156	Prepare excess leave documentation		20	26	24	29	26	30	12	24	2	
C0157	Prepare findings worksheets		13	26	26	14	29	30	17	27	2	
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs		11	14	15	0	10	19	10	18	0	
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)		18	19	24	14	27	30	14	21	0	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions		20	27	24	0	25	25	29	21	5	
C0161	Prepare requests for country clearances for witnesses		2	1	8	0	9	4	0	3	0	
C0162	Prepare sentencing worksheets		13	21	24	14	31	30	19	24	2	
C0163	Prepare trial folders		18	32	29	14	30	34	26	27	23	
C0164	Prepare witness payment vouchers		20	24	23	14	32	32	19	24	5	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)		20	26	29	14	35	34	21	24	2	

C0166	Prepare or process releases for court-martial or board members	24	24	29	29	30	28	21	24	2
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prtmod		AFSC 5J0X1 Total MAJCOM Groups (Inventory Order)	PM0003	'Occupational Analysis Program'							Page	7
				'AFOMS (AETC) Randolph AFB TX'								
D												
T Tsk				USA	AE	PAC	AF		AF	AF	AF	
Y Nbr	Task Title			FE	TC	AF	SOC	ACC	AMC	MC	SPC	LSA
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)			20	21	29	14	34	26	17	24	7
C0168	Prepare or review amendments to court-martial convening orders			24	27	26	43	31	32	24	30	2
C0169	Prepare or review applications for relief under Article 69, UCMJ			9	10	11	14	12	8	7	9	5
C0170	Prepare or review Article 15, UCMJ, appeal actions			31	36	35	14	31	36	26	36	21
C0171	Prepare or review Article 15, UCMJ, appellate actions			29	32	34	29	23	26	21	30	4
C0172	Prepare or review Article 15, UCMJ, base activity reports			27	32	32	29	26	32	21	36	5
C0173	Prepare or review Article 15, UCMJ, decision letters			27	32	31	14	25	25	21	24	5
C0174	Prepare or review Article 15, UCMJ, mitigation actions			31	33	34	14	23	28	17	30	14
C0175	Prepare or review Article 15, UCMJ, punishments			36	42	34	14	31	34	29	33	16
C0176	Prepare or review Article 15, UCMJ, remission actions			27	36	35	14	27	34	21	30	16
C0177	Prepare or review Article 15, UCMJ, set aside actions			29	35	34	14	27	32	24	30	14
C0178	Prepare or review Article 15, UCMJ, suspension actions			31	37	34	14	30	34	24	33	18
C0179	Prepare or review Article 15, UCMJ, vacation actions			31	38	35	14	31	34	29	33	16
C0180	Prepare or review certificates of correction			7	10	19	14	21	26	5	12	5
C0181	Prepare or review convening authority actions on individual military defense counsel requests			13	14	16	29	17	21	10	12	7
C0182	Prepare or review court-martial actions of convening authorities			24	28	31	43	31	36	26	21	5
C0183	Prepare or review court-martial base activities reports			22	27	21	43	23	28	14	21	2
C0184	Prepare or review court-martial convening orders			27	35	34	43	36	40	29	30	5
C0185	Prepare or review court-martial promulgating orders			29	35	34	43	35	38	29	33	5
C0186	Prepare or review DD Forms 2707 (Confinement Order)			27	31	27	29	29	36	24	33	5
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)			16	28	23	14	26	34	19	24	2
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)			7	10	8	0	5	15	2	6	0
C0189	Prepare or review DD Forms 458 (Charge Sheet)			33	40	34	29	36	40	31	39	12
C0190	Prepare or review delay requests			27	32	26	43	22	25	19	15	32
C0191	Prepare or review depositions			13	13	10	14	8	13	14	6	5
C0192	Prepare or review discovery requests			20	28	26	14	21	28	21	21	28
C0193	Prepare or review flimsies			22	26	27	14	31	34	26	24	9
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers			24	29	27	14	30	34	19	24	7
C0195	Prepare or review invitational travel orders			27	31	26	14	31	42	19	18	11
C0196	Prepare or review letters concerning submission of matters to convening authority			22	26	31	29	30	34	26	15	11
C0197	Prepare or review pretrial confinement hearing reports			20	19	19	14	19	19	7	24	12
C0198	Prepare or review proposed court-martial member lists			29	29	26	43	36	34	29	36	9
C0199	Prepare or review requests for recall of reservists to active duty for courts-martial			11	10	10	0	6	11	7	9	0
C0200	Prepare or review requests to proceed to try personnel with specialized security clearances			13	8	19	14	12	17	7	12	0

C0201	Prepare or review serious incident reports (SIRs)	22	29	32	0	22	23	7	15	0
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	24	31	32	43	27	34	24	21	4

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T Tsk			USA	AE	PAC	AF		AF	AF	AF	
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC	LSA
C0203	Prepare or review stipulations		18	13	21	29	12	15	12	9	7
C0204	Prepare or review supplementary court-martial orders		24	19	26	43	22	34	19	15	4
C0205	Process Article 15, UCMJ, appeal actions		22	28	29	14	22	28	24	30	11
C0206	Process Article 32, UCMJ, investigations		16	17	19	14	21	25	17	24	2
C0207	Process computer-generated AMJAMS reports for distribution		27	27	27	43	25	30	24	30	0
C0208	Process court-martial promulgating orders		24	26	27	43	29	34	19	21	2
C0209	Process discharges or resignations in lieu of courts-martial		22	17	18	29	17	25	7	15	7
C0210	Process discovery requests		13	22	23	14	18	26	21	18	21
C0211	Process excess leave documentation		20	23	21	29	25	30	10	27	4
C0212	Process post-trial materials submitted by accused		22	26	21	29	29	34	17	24	12
C0213	Process pretrial agreements		18	24	19	29	22	30	12	18	9
C0214	Process requests for individual military defense counsel		13	14	16	14	12	17	12	12	21
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions		24	28	21	0	19	21	19	21	11
C0216	Process VWAP forms		16	15	21	14	19	21	10	15	2
C0217	Process witness payment vouchers		18	26	19	14	29	32	17	21	5
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions		27	32	26	14	23	26	29	27	4
C0219	Procure convening authority approval of expert witnesses		22	26	24	29	23	28	14	24	2
C0220	Procure court-martial or board members		20	24	24	14	26	34	19	24	0
C0221	Procure military magistrates or judges for pretrial confinement hearings		11	19	15	14	13	17	12	18	0
C0222	Procure physical evidence for trials		16	24	18	14	21	28	21	27	12
C0223	Procure and brief individuals for bailiff duties		24	31	26	14	29	30	24	30	0
C0224	Report data on DUI violations		13	14	21	14	13	11	10	15	0
C0225	Request civilian witnesses for courts-martial		20	28	21	14	32	34	21	27	11
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports		20	24	21	29	25	25	14	24	14
C0227	Request military witnesses for courts-martial		22	29	27	14	32	30	17	21	21
C0228	Request records of prior disciplinary actions		27	32	24	14	36	34	29	30	19
C0229	Request reports on individual personnel (RIPs)		29	35	32	14	32	34	26	36	14
C0230	Request witness fundings		24	29	27	14	30	34	19	24	4
C0231	Research charges and specifications for court-martial actions		20	28	26	14	26	34	19	21	9
C0232	Review allied papers for insertion in records of trial		13	23	27	29	19	26	14	18	4
C0233	Review AMJAMS strength reports		33	37	31	43	30	36	24	39	5
C0234	Review appointment or assumption of command orders with appropriate agencies		22	24	27	14	16	32	21	15	2
C0235	Review charge sheets for accuracy and completeness		29	40	34	29	36	36	24	30	18
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency		33	36	32	29	30	32	29	30	5
C0237	Review completed Article 15, UCMJ, AMJAMS inputs		31	36	32	29	31	34	31	36	4
C0238	Review court-martial or board member information		24	28	27	14	24	26	21	21	8

C0239 Review Daily Register of Transactions on military
 justice actions

16 12 13 0 5 15 12 12 2

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T Tsk			USA	AE	PAC	AF		AF	AF	AF	
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC	LSA
C0240	Review evidence to determine appropriateness for military justice actions		24	28	23	14	26	26	21	21	11
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency		24	31	29	43	27	30	19	15	2
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency		20	31	26	43	21	26	12	21	4
C0243	Review RIPs for courts-martial		24	33	31	29	32	30	26	30	14
C0244	Review security forces blotters for potential disciplinary actions		24	40	35	14	29	36	29	30	7
C0245	Review trial briefs		2	13	6	14	4	6	5	6	4
C0246	Review unfavorable information files (UIFs)		24	22	29	0	25	32	19	21	16
C0247	Serve appellate court decisions on accused		13	13	16	29	16	21	12	15	4
C0248	Serve records of trial on accused		22	23	31	14	30	30	21	18	2
C0249	Serve subpoenas on witnesses		9	12	18	14	17	25	12	21	2
C0250	Serve as VWAP coordinator		16	9	15	0	13	17	10	12	0
C0251	Suspense or follow up on military justice actions		31	31	31	43	27	34	26	27	9
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)		22	31	26	0	22	28	26	30	4
C0253	Verify availability of court-martial or board members		20	31	23	29	31	34	26	27	2

D PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES

D0254	Compile investigative materials		11	15	18	14	21	25	14	15	32
D0255	Conduct initial reviews of adverse actions		18	8	10	0	14	15	12	12	30
D0256	Coordinate case loads with base law office personnel		16	13	8	0	13	15	10	15	25
D0257	Coordinate individual case dockets with legal office or circuit courts		7	12	8	14	16	8	7	12	30
D0258	Establish eligibility of clients for defense services		4	6	5	14	6	8	7	12	46
D0259	Maintain defense counsel case dockets		0	4	3	0	3	0	2	6	39
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)		20	13	6	29	14	15	14	12	42
D0261	Prepare or review Article 15 responses		11	12	13	29	14	15	17	18	44
D0262	Prepare or review case summary reports		4	6	5	14	9	4	12	6	21
D0263	Prepare or review case witness statements		11	9	8	14	10	9	19	12	30
D0264	Prepare or review client assistance records		7	6	2	14	3	8	7	18	32
D0265	Prepare or review client responses for discharge actions		9	5	3	0	9	6	12	12	40
D0266	Prepare or review client statements		9	8	3	14	8	9	12	12	40
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)		11	4	5	14	8	9	5	9	25
D0268	Prepare or review defense paralegal (DP) training reports		2	8	2	0	5	4	2	9	30
D0269	Prepare or review deferment of forfeitures or reduction in grade		11	9	8	14	8	9	14	6	33
D0270	Prepare or review initial case analyses		7	5	5	0	5	2	5	8	18

D0271	Prepare or review motions	4	6	5	14	3	2	2	6	25
D0272	Prepare or review office activity reports	7	10	3	0	12	6	14	9	37

D											
T Tsk			USA	AE	PAC	AF		AF	AF	AF	
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC	LSA
D0273	Prepare or review petitions for new trials		4	4	3	14	3	2	0	3	5
D0274	Prepare or review petitions for rehearings		4	4	3	14	3	2	0	0	4
D0275	Prepare or review petitions for reviews by courts of military appeals		4	4	2	14	4	0	2	0	5
D0276	Prepare or review post-trial clemency evaluations		9	10	10	14	12	8	10	12	26
D0277	Prepare or review pretrial agreements		9	9	10	14	10	13	5	9	25
D0278	Prepare or review reenlistment denials		4	5	2	0	5	4	2	0	28
D0279	Prepare or review report of survey determinations		2	4	3	0	4	4	7	0	28
D0280	Prepare or review requests for deferment of confinement		4	9	6	14	10	6	5	12	30
D0281	Prepare or review requests for delay actions		11	12	5	14	6	6	7	15	44
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial		13	9	8	14	13	11	12	12	26
D0283	Prepare or review requests for individual military defense counsel		4	5	3	14	6	0	0	3	32
D0284	Prepare or review responses to miscellaneous legal reviews		9	6	8	14	10	8	14	9	21
D0285	Prepare or review responses to Staff Judge Advocate recommendations		7	12	13	29	17	6	17	18	16
D0286	Prepare or review responses to pretrial advice		7	8	10	29	12	8	10	12	18
D0287	Prepare or review withdrawals of petitions for reviews		4	3	6	0	4	2	0	3	5
D0288	Prepare or review witness affidavits		9	5	5	14	10	8	7	15	26
D0289	Process request for defense witnesses		11	6	8	14	12	11	7	15	26
D0290	Schedule client appointments		11	18	11	29	9	26	17	21	46
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions		11	9	11	14	10	13	12	18	25

E PERFORMING COURT REPORTING ACTIVITIES

E0292	Assemble documentation for administrative board actions		11	9	8	0	5	9	12	3	21
E0293	Assemble documentation for Article 32, UCMJ, investigations		13	15	13	14	16	15	14	12	18
E0294	Assemble documentation for collateral investigations		2	4	2	14	3	2	7	3	5
E0295	Assemble documentation FEB actions		0	1	3	0	3	0	2	0	4
E0296	Assemble documentation for miscellaneous proceedings		7	10	3	0	6	9	5	0	14
E0297	Assemble records of trials		11	19	24	29	19	26	14	15	0
E0298	Authenticate records of trials		0	4	6	0	4	4	5	0	2
E0299	Maintain court files or tapes		9	10	11	14	5	9	7	12	5
E0300	Maintain court reporter logs		0	4	6	0	3	0	2	0	0
E0301	Mark exhibits		13	19	23	14	14	17	29	12	37
E0302	Prepare or review court reporter chronologies		7	5	10	14	6	4	2	12	5
E0303	Procure photographs of physical evidence		16	17	15	14	14	15	24	15	18
E0304	Record miscellaneous proceedings, such as for FEBs, Medical Evaluation Boards (MEBs), or Aircraft Accident Investigation Boards (AIBs)		0	3	3	0	0	2	2	3	4

E0305	Record proceedings	0	3	6	14	0	4	5	3	0
E0306	Set up court reporting equipment	0	9	13	0	6	0	7	6	0

D										
T Tsk			USA	AE	PAC	AF		AF	AF	AF
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC LSA
E0307	Transcribe proceedings		2	3	10	0	1	0	5	3 0
E0308	Transcribe summarized records of trials		0	1	8	0	1	0	5	0 0
E0309	Transcribe verbatim records of trials		0	3	10	0	1	0	5	0 0

F	PERFORMING AIR FORCE CLAIMS ACTIVITIES									
F0310	Adjudicate claims		36	36	26	29	30	34	33	36 14
F0311	Analyze claims management data listings or reports		36	33	23	29	34	28	29	45 9
F0312	Annotate claims funds logs		29	27	23	14	25	26	21	27 4
F0313	Approve claims		33	28	19	14	27	28	26	33 16
F0314	Assemble claims files		38	36	26	29	30	32	26	36 9
F0315	Assemble investigative files on potential claims		33	32	19	29	27	28	29	36 7
F0316	Assert carrier recovery claims		38	33	24	29	27	34	33	36 12
F0317	Assert government (G) claims		11	21	15	0	18	21	24	30 4
F0318	Assert hospital recovery claims		4	9	10	0	8	11	7	6 0
F0319	Brief claimants on claims filing procedures		38	42	24	14	32	38	31	42 5
F0320	Close out claims		38	36	23	29	29	32	29	39 14
F0321	Conduct claims inspections		38	33	24	29	30	34	31	36 9
F0322	Conduct claims investigations		33	32	23	29	27	30	29	30 14
F0323	Coordinate claims with other investigative agencies		22	28	19	29	23	17	21	24 11
F0324	Determine chapter for claims		36	38	26	29	30	30	24	39 11
F0325	Determine claims jurisdiction		36	38	27	29	29	32	29	39 9
F0326	Develop claims checklists		27	23	16	29	21	23	19	27 12
F0327	Edit claims management products		22	22	16	29	17	15	17	27 11
F0328	Follow up on other investigative agencies' investigations		18	23	10	14	18	9	19	24 9
F0329	Follow up on personal injury questionnaires		7	10	8	14	8	11	7	9 0
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)		33	37	26	29	29	28	26	33 12
F0331	Maintain claims funds logs		31	26	18	29	22	25	21	24 4
F0332	Maintain disaster response kits		22	24	16	29	17	23	17	36 2
F0333	Maintain potential claims files		31	36	18	14	26	28	21	30 5
F0334	Negotiate claims settlements		27	22	16	14	22	21	26	27 12
F0335	Perform claims legal research		29	31	21	14	27	23	24	36 16
F0336	Perform Disaster Control Group (DCG) duties		22	21	13	0	16	17	17	21 2
F0337	Perform follow-up actions on carrier recovery claims		38	32	23	29	23	30	26	33 14
F0338	Perform follow-up actions on G claims		16	15	15	0	17	15	19	30 4
F0339	Perform follow-up actions on hospital recovery claims		2	13	11	0	8	11	7	6 2
F0340	Perform follow-up actions on incomplete mail-in claims		29	31	18	14	25	25	26	33 9
F0341	Perform follow-up actions on personnel claims		33	36	24	14	29	28	26	33 11
F0342	Perform Initial Response Team (IRT) duties		7	12	6	0	1	9	10	6 0
F0343	Pick up or turn-in items for salvage		13	8	13	14	10	8	17	12 2
F0344	Prepare carrier recovery claims for setoffs		33	32	21	29	19	32	29	33 12
F0345	Prepare claimant instruction packets		36	31	18	29	29	28	21	33 5
F0346	Prepare claims for transmittal		36	31	23	29	23	26	24	27 7
F0347	Prepare claims inspection memorandums		26	22	24	29	26	22	26	22 8

F0348	Prepare claims labels	38	35	26	29	30	32	24	33	7
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	36	31	23	29	27	28	24	33	5

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T Tsk			USA	AE	PAC	AF		AF	AF	AF	
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC	LSA
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)		38	37	23	29	30	38	29	36	2
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department		2	8	6	0	4	9	17	15	2
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)		2	12	8	0	13	11	19	21	2
F0353	Prepare reports on potential claims of major accidents or incidents		7	12	6	14	6	6	14	15	2
F0354	Prepare requests for completion of personal injury questionnaires		4	9	8	0	9	11	7	9	0
F0355	Prepare requests for assistance from other agencies for claims administration inspections		11	15	10	0	16	11	10	18	2
F0356	Prepare salvage documents		11	5	10	0	8	11	14	15	2
F0357	Prepare seven-point memorandums		22	19	21	14	19	23	24	30	4
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)		9	19	15	14	17	25	24	30	2
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)		24	31	19	0	21	28	21	30	7
F0360	Prepare vouchers for payment of claims		33	36	24	14	30	32	26	33	11
F0361	Prepare and process unearned transportation charges		29	26	19	14	23	23	17	27	11
F0362	Prepare or review claims activity reports		29	35	13	14	30	28	19	24	7
F0363	Prepare or review demand on carrier or contractor		38	29	21	14	31	30	26	36	12
F0364	Prepare or review requests for claims funds		27	26	16	14	18	21	24	24	2
F0365	Prepare or review settlement agreements		24	27	18	14	22	25	24	27	9
F0366	Process admiralty claims		0	4	2	0	1	2	5	0	0
F0367	Process Air National Guard claims		0	6	3	0	6	8	10	12	0
F0368	Process Article 139, UCMJ, claims		2	6	3	0	4	6	7	6	0
F0369	Process carrier recovery claims for settlements		33	33	23	14	22	32	29	30	11
F0370	Process carrier recovery insurance claims		16	22	15	0	21	23	26	30	12
F0371	Process Civil Air Patrol claims		0	1	2	0	3	4	5	6	0
F0372	Process claims payment vouchers		29	31	24	14	29	23	29	30	11
F0373	Process claims under foreign claims act		13	4	11	0	4	8	5	0	4
F0374	Process federal tort claims		9	21	15	14	23	23	24	27	2
F0375	Process G claims		13	15	16	0	18	17	24	30	4
F0376	Process hospital recovery claims		0	9	11	0	8	9	7	6	0
F0377	Process international agreement claims		13	0	6	0	1	2	5	0	2
F0378	Process medical malpractice claims		7	5	5	0	6	6	10	9	0
F0379	Process nonappropriated funds claims		16	21	13	0	13	21	14	21	4
F0380	Process personnel claims, other than for clothing		29	35	21	14	27	28	29	30	4
F0381	Process personnel clothing claims		22	33	19	14	22	23	31	27	2
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft		33	35	23	14	29	28	33	33	5
F0383	Process rebuttals from carriers		36	32	24	14	29	30	31	33	14
F0384	Process reconsiderations from claimants		36	33	23	14	29	32	33	36	12
F0385	Process request for compromise of medical expenses		0	1	3	0	5	6	7	6	0
F0386	Process request for waiver of medical expenses		0	2	2	0	5	4	7	6	0

F0387	Process requests for advance payments	7	13	3	0	6	6	5	15	0
F0388	Process requests for emergency payments	4	10	5	0	6	8	2	15	0
F0389	Process requests for partial payment	4	12	6	0	6	11	5	15	0

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G0421	Process solatium payments with foreign parties	0	0	3	0	0	0	0	0	0
G0422	Procure local national attorneys	2	0	3	0	0	0	0	0	0

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D										
T Tsk			USA	AE	PAC	AF		AF	AF	AF
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC LSA
G0423	Schedule medical examinations for personnel confined in foreign countries		2	0	2	0	0	0	0	0
G0424	Schedule visits to personnel confined in foreign countries		2	0	2	0	0	0	0	4

H	PERFORMING OPERATIONAL LAW ACTIVITIES									
H0425	Analyze issues, such as deployment, contracting, or fiscal law		11	4	11	14	12	17	14	6 0
H0426	Assign personnel to mobility or contingency positions		13	12	15	14	19	17	31	12 4
H0427	Assign personnel to Unit Type Code (UTC) taskings		11	10	13	14	18	15	33	12 2
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)		20	18	27	0	22	28	24	24 0
H0429	Complete operations plan (OPLAN) sourcing requirements		7	3	8	29	4	4	12	6 0
H0430	Compute OPLAN requirements status listings		4	4	11	14	1	4	10	9 0
H0431	Conduct LOAC briefings		36	13	21	0	21	34	17	27 5
H0432	Conduct mobility or deployment site surveys		4	3	6	0	6	8	14	6 0
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands		7	6	11	0	9	8	14	9 2
H0434	Coordinate exercise sourcing requirements with functional managers		7	3	11	29	12	8	19	6 0
H0435	Coordinate mobility or contingency requirements with appropriate agencies		7	8	11	14	16	13	24	12 0
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)		9	10	11	0	9	9	24	12 2
H0437	Coordinate specific source of personnel requirements with appropriate agencies		7	5	11	0	14	6	14	15 2
H0438	Determine specific source of personnel requirements for deployment manning documents		7	4	13	29	12	6	17	9 0
H0439	Draft general orders		4	0	3	0	1	2	0	0 2
H0440	Draft or write mobility or deployment after-action reports		4	0	8	0	1	4	2	0 0
H0441	Evaluate compliance with LOAC		9	5	16	14	10	15	12	12 0
H0442	Maintain disaster preparedness checklists		11	10	8	14	10	15	17	9 2
H0443	Maintain mobility equipment or supplies		20	12	26	14	17	25	19	12 0
H0444	Maintain accountability of personnel selected to fill OPLAN requirements		7	6	11	29	9	11	12	9 0
H0445	Maintain base OPLAN files		11	8	10	14	5	4	10	9 0
H0446	Participate in wing operations or exercise planning meetings		16	10	13	29	14	21	17	12 2
H0447	Prepare budget contracts for foreign or tax law studies		2	0	3	0	1	0	0	0 0
H0448	Prepare deployment planning guides		2	1	6	14	5	8	10	9 0
H0449	Prepare equipment for deployments		18	3	19	0	17	17	19	12 0
H0450	Prepare Exercise Evaluation Team (EET) inputs		13	8	11	14	12	13	19	9 0
H0451	Prepare legal annexes to war plans		2	1	3	0	1	2	5	0 0

H0452	Prepare LOAC reports	18	4	19	0	10	9	12	9	0
H0453	Prepare mobility equipment or supplies for transport	13	4	15	0	13	17	14	12	0

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D										
T Tsk		USA	AE	PAC	AF		AF	AF	AF	
Y Nbr	Task Title	FE	TC	AF	SOC	ACC	AMC	MC	SPC	LSA
H0454	Prepare or publish project pitfall letters	4	1	5	0	0	4	2	0	0
H0455	Prepare or review official duty certificates	2	0	2	0	0	0	0	0	0
H0456	Process classified materials or documents at deployed locations	4	0	6	0	1	4	0	0	0
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	11	1	8	0	17	9	10	15	0
H0458	Provide OPLAN requirements status listings to unit commanders	2	0	5	0	1	2	5	0	0
H0459	Request or distribute mobility requirements documents	7	1	8	29	10	6	12	0	0
H0460	Review UTC requirements	16	9	18	14	18	17	26	15	2
H0461	Review and analyze target folders	9	0	3	0	1	4	2	3	0
H0462	Review or update rules of engagement	11	0	10	0	5	6	5	3	0

I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES

I0463	Complete accident or incident reports	2	4	0	0	1	8	7	3	0
I0464	Destroy classified materials or documents	9	1	18	14	10	13	7	3	5
I0465	Establish or maintain accountability records for classified materials or documents	7	1	11	0	5	2	2	0	4
I0466	Identify and report suspected security compromises	11	5	18	14	8	11	14	6	9
I0467	Initiate classified reports, messages, or documents	2	0	6	0	5	2	2	3	2
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	20	15	15	14	9	26	17	12	18
I0469	Initiate requests for temporary duty (TDY) orders	24	24	15	0	17	28	26	18	39
I0470	Inventory classified materials or documents	11	0	10	14	6	2	5	0	5
I0471	Maintain administrative files	47	35	47	43	32	40	45	36	65
I0472	Maintain or update status indicators, such as boards, graphs, or charts	13	19	19	0	25	23	26	24	30
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	22	9	16	0	14	25	12	15	32
I0474	Write minutes of briefings, conferences, or meetings	11	9	6	14	10	19	12	12	5

J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES

J0475	Coordinate maintenance of equipment with appropriate agencies	22	17	16	14	19	28	26	12	37
J0476	Develop equipment checklists	11	6	10	0	8	15	14	6	19
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	22	17	18	14	21	26	29	21	32
J0478	Identify and report equipment or supply problems	36	22	29	43	22	28	38	27	37
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	24	18	21	14	13	17	29	18	23
J0480	Maintain documentation on items requiring periodic inspections or calibrations	4	5	2	14	6	6	12	6	14
J0481	Maintain organizational equipment or supply records	27	12	15	28	16	18	26	18	27

D										
T Tsk			USA	AE	PAC	AF		AF	AF	AF
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC LSA
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies		29	18	24	29	16	32	31	18 40

 K PERFORMING TRAINING ACTIVITIES

K0483	Administer or score tests		7	19	6	14	14	17	10	12 2
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)		22	31	16	29	29	38	31	24 7
K0485	Complete student entry or withdrawal forms		4	12	2	0	4	6	2	3 0
K0486	Conduct formal course classroom training		7	12	3	0	3	6	0	6 5
K0487	Conduct on-the-job training (OJT)		49	46	53	43	49	58	40	42 28
K0488	Counsel trainees on training progress		29	41	29	43	31	42	31	30 14
K0489	Determine training requirements		36	37	32	29	35	42	40	36 18
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSS)		9	17	3	0	5	17	7	9 4
K0491	Develop training programs, plans, or procedures		20	27	15	14	23	32	29	33 14
K0492	Develop written tests		9	14	3	0	4	11	7	12 4
K0493	Develop or procure training materials or aids		18	31	19	14	17	26	24	33 14
K0494	Establish or maintain study reference files		13	21	16	0	14	15	17	15 14
K0495	Evaluate training methods or techniques of instructors		4	10	3	0	10	11	12	6 2
K0496	Evaluate effectiveness of training programs, plans, or procedures		7	24	6	14	22	17	21	24 2
K0497	Evaluate progress of trainees		24	33	23	14	32	38	29	30 16
K0498	Inspect training materials or aids for operation or suitability		7	19	8	0	16	13	12	21 2
K0499	Maintain training records or files		36	46	27	29	40	42	33	45 19
K0500	Personalize lesson plans		13	19	16	0	16	9	7	24 9
K0501	Prepare job qualification standards (JQSs)		9	15	8	0	12	8	14	15 5
K0502	Process completed retraining package		11	12	10	14	17	15	19	9 0
K0503	Write training reports		4	12	3	0	5	13	12	9 11

 L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES

L0504	Annotate time and attendance sheets for civilian employees		16	14	15	29	13	21	14	18 12
L0505	Assign personnel to work areas or duty positions		18	18	21	14	26	25	33	27 16
L0506	Assign sponsors for newly assigned personnel		11	17	13	14	16	15	26	15 9
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops		27	29	16	43	25	34	36	24 21
L0508	Conduct safety and security briefings		18	17	16	14	18	17	19	21 14
L0509	Conduct self-inspections or self-assessments		49	33	32	29	25	32	36	33 16
L0510	Conduct staff assistance visits, inspections, or audits		11	12	13	14	13	21	19	12 18
L0511	Conduct supervisory performance feedback sessions		22	26	27	42	28	32	32	32 11

L0512 Conduct safety inspections of equipment or facilities 13 19 13 29 16 15 29 21 19

prtmod	AFSC 5J0X1 Total MAJCOM Groups (Inventory Order)	PM0003	'Occupational Analysis Program'							Page	17
			'AFOMS (AETC) Randolph AFB TX'								
D											
T Tsk			USA	AE	PAC	AF		AF	AF	AF	
Y Nbr	Task Title		FE	TC	AF	SOC	ACC	AMC	MC	SPC	LSA
L0513	Conduct supervisory orientations for newly assigned personnel		22	32	26	14	29	26	31	27	16
L0514	Counsel subordinates concerning personal matters		36	36	34	57	32	34	40	30	18
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace		22	28	21	29	29	23	31	24	19
L0516	Determine or establish work assignments or priorities		38	38	35	43	38	36	38	39	33
L0517	Develop organizational or functional charts		13	13	10	0	12	11	24	15	9
L0518	Develop resource protection programs		9	6	8	14	8	9	19	12	5
L0519	Develop self-inspection or self-assessment program checklists		16	14	8	29	16	13	24	12	12
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans		18	14	13	14	10	17	19	15	4
L0521	Develop or establish work methods or procedures		24	31	23	43	27	26	36	27	33
L0522	Develop or establish work schedules		27	28	19	43	26	28	29	27	23
L0523	Draft host-tenant or interservice agreements		2	0	2	0	1	4	0	3	0
L0524	Draft or review budget requirements		22	14	13	29	19	21	29	15	35
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals		7	8	3	0	8	4	10	3	4
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)		18	15	5	0	10	11	12	9	14
L0527	Establish performance standards for subordinates		29	28	24	43	29	28	31	24	11
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies		11	14	13	29	14	19	24	15	23
L0529	Evaluate inspection report findings or inspection procedures		16	15	15	14	9	8	24	15	14
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program		7	13	16	0	14	17	24	24	18
L0531	Evaluate personnel for compliance with performance standards		24	27	24	29	29	23	33	30	18
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards		27	27	23	29	26	30	31	24	14
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace		13	18	10	14	14	13	21	6	21
L0534	Implement safety or security programs		11	19	16	14	18	21	31	21	18
L0535	Initiate personnel action requests		11	15	10	29	19	19	26	21	18
L0536	Initiate actions required due to substandard performance of personnel		13	19	18	29	21	21	31	15	14
L0537	Inspect personnel for compliance with military standards		31	36	29	29	32	34	33	27	19
L0538	Interpret policies, directives, or procedures for subordinates		27	31	27	29	26	32	31	21	21
L0539	Interview potential paralegal retrainees		31	19	11	14	30	25	31	18	2
L0540	Investigate accidents or incidents		11	9	11	0	9	23	19	9	5
L0541	Manage IMPAC card programs		24	21	16	29	22	32	33	21	46
L0542	Perform personnel hiring procedures		11	15	8	14	14	17	12	18	5

L0543	Plan layouts of facilities	11	14	10	29	10	13	17	12	14
L0544	Prepare contract requests for tax services	4	5	2	14	9	11	10	6	0

Report Option Table for Modules

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Report Option Table for Tasks

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Description of Reported Module Factors

Col	Factor	Source vector	Title	Number Members	----- Mean	Based on All Tasks Within Range S.D.	Max	Min	----- Valid
1	TITLE		Module Statement						

Description of Reported Task Factors

1	TITLE		Task Statement						
2	F0058	GP0058/PMP	All DAFSC 5J0X1 AD Amn in USAFE with 1-48 Mos TICF	15	13.70	14.91	86.67	.00	557
3	F0059	GP0059/PMP	All DAFSC 5J0X1 AD Amn in AETC with 1-48 Mos TICF	33	19.19	16.73	87.88	.00	557
4	F0060	GP0060/PMP	All DAFSC 5J0X1 AD Amn in PACAF with 1-48 Mos TICF	13	14.78	15.90	84.62	.00	557
5	F0063	GP0063/PMP	All DAFSC 5J0X1 AD Amn in ACC with 1-48 Mos TICF	37	17.94	15.89	89.19	.00	557
6	F0064	GP0064/PMP	All DAFSC 5J0X1 AD Amn in AMC with 1-48 Mos TICF	25	20.61	16.44	84.00	.00	557
7	F0065	GP0065/PMP	All DAFSC 5J0X1 AD Amn in AFMC with 1-48 Mos TICF	15	18.99	17.04	80.00	.00	557
8	F0066	GP0066/PMP	All DAFSC 5J0X1 AD Amn in AFSPC with 1-48 Mos TICF	19	17.92	16.15	89.47	.00	557

Col	Factor	Source vector	Title	Number Members	----- Mean	Based on All Tasks Within Range S.D.	Max	Min	----- Valid
9	F0067	GP0067/PMP	All DAFSC 5J0X1 AD Amn in AFLSA with 1-48 Mos TICF	12	11.19	16.95	91.67	.00	557

AFSC 5J0X1 tasks are presented in USAF Job Inventory order under Duty headings.

The percent of 1-48 months TICF MAJCOM group members performing each task is presented to the right of each task.

Note that tasks are listed in alphabetical order under each Duty heading so that tasks may be easily located and cross-referenced. Differences between groups may be highlighted where there are large differences in percent members performing each task across the various groups.

D									
T Tsk		USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC	AFLSA
Y Nbr	Task Title	1-48	1-48	1-48	1-48	1-48	1-48	1-48	1-48

A	PERFORMING GENERAL PARALEGAL ACTIVITIES								
A0001	Administer client questionnaires	7	45	46	35	40	27	53	42
A0002	Answer customer service telephone calls	67	88	85	73	76	80	89	75
A0003	Brief or assist clients in filing electronic income tax returns	0	6	8	5	8	0	5	0
A0004	Brief or assist clients on preparation of income tax returns	0	6	8	3	4	0	11	0
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	0	3	8	0	4	0	0	0
A0006	Compile statistical data	47	36	38	54	72	60	58	75
A0007	Compose or type administrative correspondence	47	52	69	89	76	80	74	92
A0008	Conduct client interviews, other than for preparation of simple wills	13	45	23	38	40	40	26	50
A0009	Conduct random spot-checks of law library	7	21	8	11	12	40	16	42
A0010	Conduct witness interviews	33	33	31	38	52	53	47	58
A0011	Coordinate adverse actions with base agencies	33	39	38	19	44	20	16	33
A0012	Develop local office programs for computers, such as spreadsheets	27	30	23	30	32	20	16	42
A0013	Dispose of law library publications	7	18	0	11	12	27	21	42
A0014	Dispose of obsolete or excess publications, other than law library	0	12	8	8	20	13	16	33
A0015	Dispose of unclassified files	7	27	23	35	36	27	47	58
A0016	Establish law library publications checkout procedures	0	12	0	5	12	20	11	8
A0017	Establish reading files	7	9	0	11	16	0	16	17
A0018	Follow up on submitted travel vouchers	20	27	0	24	36	27	32	50
A0019	Hand-carry priority communications or documents to internal action offices	20	30	23	27	24	13	32	33
A0020	Initiate requisitions for equipment, supplies, forms, or publications	13	30	15	16	24	7	26	58
A0021	Inventory equipment or supplies	20	30	15	22	28	20	37	67
A0022	Inventory law library publications	7	18	0	11	12	40	21	50
A0023	Inventory network resource allocation management	20	24	0	0	0	20	26	50

system (NetRAMS)

D									
T Tsk		USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC	AFLSA
Y Nbr	Task Title	1-48	1-48	1-48	1-48	1-48	1-48	1-48	1-48
A0024	Log or suspense incoming correspondence	7	33	31	35	48	40	32	42
A0025	Maintain law library resources	7	18	8	11	12	40	21	58
A0026	Maintain office computer systems	7	33	23	19	24	27	26	58
A0027	Maintain suspense files of newly purchased materials	7	6	8	5	20	27	5	33
A0028	Make lodging or transportation arrangements	33	39	31	41	36	40	32	67
A0029	Post changes to publications	7	27	0	16	4	27	11	25
A0030	Prepare briefings, other than professional military education (PME) briefings	53	55	31	68	52	67	47	58
A0031	Prepare certificates of transfer	7	18	15	11	20	13	5	17
A0032	Prepare conference areas for briefings or meetings	27	45	23	38	48	40	53	25
A0033	Prepare letters of appointment	27	33	23	30	44	40	37	50
A0034	Prepare status reports on receipt or nonreceipt of publications	7	0	0	3	4	0	5	8
A0035	Prepare witness travel orders	33	30	15	32	52	27	26	8
A0036	Process administrative orders	13	36	15	16	56	27	16	33
A0037	Process congressional or high-level inquiries	7	6	15	5	16	0	0	0
A0038	Process incoming or outgoing electronic mail	60	55	54	62	48	60	47	67
A0039	Procure nonstandard office supplies, such as foreign publications	0	3	0	3	8	0	0	0
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	20	27	8	22	12	7	21	42
A0041	Refer clients to other supportive agencies	47	55	31	65	56	53	74	75
A0042	Request building or grounds maintenance	13	12	31	8	28	27	11	42
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	27	42	23	49	56	20	53	42
A0044	Retrieve data using computers	73	61	69	81	76	67	84	75
A0045	Review suspense dates	27	36	54	54	56	47	63	33
A0046	Schedule conferences	20	12	8	11	20	27	21	25
A0047	Schedule office appointments	33	55	38	51	76	53	42	50
A0048	Search directives, files, or legal references for information, such as opinions or decisions	40	39	46	57	52	27	53	67
A0049	Sort and distribute incoming mail	33	55	46	38	48	40	63	67

B	PERFORMING CIVIL LAW ACTIVITIES								
B0050	Assist in aircraft or missile mishap investigations	20	9	0	8	12	0	5	0
B0051	Assist in preparation of legal assistance cards	40	39	31	38	32	7	53	8
B0052	Assist in preparation of Legal Information Online System (LIONS)	40	30	46	30	48	13	21	0
B0053	Brief clients on powers of attorney	80	52	62	70	68	47	47	33
B0054	Compile administrative involuntary discharge files	27	18	15	22	24	13	5	8
B0055	Conduct internal investigations concerning environmental law issues	0	0	0	0	4	0	0	0
B0056	Conduct preventive law briefings	20	12	8	11	20	7	5	33
B0057	Conduct surveys concerning environmental law issues	0	0	0	3	4	0	5	0
B0058	Conduct will briefings	12	0	28	41	40	20	11	0

B0059 Conduct will executions

47 33 62 51 68 53 37 17

- 350 -

D								
T Tsk		USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC AFLSA
Y Nbr	Task Title	1-48	1-48	1-48	1-48	1-48	1-48	1-48
B0060	Conduct external investigations concerning environmental law issues	0	0	0	0	0	0	0
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	0	0	0	8	4	0	0
B0062	Interview clients for preparation of simple wills	7	3	8	14	32	13	0
B0063	Maintain legal assistance records	33	21	38	24	40	7	32
B0064	Maintain notary logs	87	61	69	78	76	53	63
B0065	Notarize documents	87	58	85	84	84	67	68
B0066	Prepare miscellaneous legal reviews	7	12	31	22	28	20	5
B0067	Prepare simple wills	0	3	0	11	20	27	5
B0068	Prepare support documents for special security files	0	0	15	3	4	0	5
B0069	Prepare wills with trusts	0	3	0	3	8	0	5
B0070	Prepare and review responses concerning environmental law issues	0	0	0	3	4	0	0
B0071	Prepare documentation for off-duty employment applications	13	9	31	16	24	7	0
B0072	Prepare or process documentation for decredentialing boards	0	0	0	0	4	0	0
B0073	Prepare or review barment documents	7	0	15	22	12	7	0
B0074	Prepare or review dependent misconduct actions	0	0	8	5	0	7	5
B0075	Prepare or review general investigative reports	13	6	38	30	8	40	21
B0076	Prepare or review legal assistance reports	7	3	23	11	24	7	5
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	7	3	38	14	8	13	5
B0078	Prepare or review legal reviews of reports of survey	7	0	15	5	8	7	11
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	33	9	8	14	16	27	26
B0080	Prepare or review legal reviews of fundraising activities	7	0	31	3	12	7	5
B0081	Prepare or review legal reviews of private organizations	7	0	31	3	16	7	5
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	7	3	31	5	16	7	11
B0083	Prepare or review letters requesting financial disclosure statements	0	0	23	3	4	7	5
B0084	Prepare or review litigation reports	0	0	0	8	4	0	5
B0085	Prepare or review magistrate court documents	7	0	8	0	4	7	11
B0086	Prepare or review powers of attorney	87	33	69	70	80	60	68
B0087	Prepare or review preventive law bulletins	7	0	0	3	20	0	16
B0088	Prepare or review preventive law handbook factsheets	7	0	8	5	16	0	5
B0089	Prepare or review preventive law newsletters	13	0	8	0	12	0	11
B0090	Prepare or review preventive law newspaper articles	7	3	8	5	8	7	11
B0091	Prepare or review revocation documents	7	0	8	3	12	0	11
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints	0	6	0	0	12	0	11
B0093	Process civilian real estate reimbursement claims	0	0	8	5	4	0	0
B0094	Process contracts	0	0	0	0	4	0	0

B0095	Process dependent misconduct actions	0	0	0	5	0	0	5	0
B0096	Process financial disclosure statements	0	0	8	5	0	0	0	0
B0097	Process FOIA or Privacy Act requests	0	9	8	3	12	0	11	0

D									
T Tsk		USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC	AFLSA
Y Nbr	Task Title	1-48	1-48	1-48	1-48	1-48	1-48	1-48	1-48
B0098	Process general investigative reports	13	6	15	5	12	7	16	0
B0099	Process requests for release of military personnel to civilian authorities	0	6	0	0	0	0	5	0
B0100	Process revocation actions	0	0	8	3	12	0	5	8
B0101	Process special security files	0	0	8	3	4	0	5	0
B0102	Procure board members for administrative discharge boards	13	9	8	11	12	7	11	8
B0103	Provide administrative support for flying evaluation boards (FEBs)	7	9	0	0	0	0	0	0
B0104	Provide support for administrative discharge boards	7	21	8	5	24	7	16	17
B0105	Review legal reviews of off-duty employment	0	6	15	5	16	7	5	0
B0106	Review special security files	0	0	8	8	4	0	0	0
B0107	Schedule military law seminars	0	3	0	0	8	7	5	0
B0108	Serve as assistant government representative during administrative discharge boards	0	3	0	3	4	0	0	0
B0109	Verify eligibility of clients for legal assistance	67	55	46	54	52	33	63	33
B0110	Witness execution of wills	73	73	69	78	84	67	79	25
B0111	Witness signing of legal documents	60	70	77	78	84	47	79	33

C	PERFORMING MILITARY JUSTICE ACTIVITIES								
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	33	42	23	43	52	53	47	33
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	7	18	0	27	24	20	21	8
C0114	Arrange for service appellate court decisions on accused	13	15	0	11	16	7	16	0
C0115	Arrange for supervisory reviews of summary court-martial records of trials	20	24	8	11	16	13	16	0
C0116	Assist with pretrial confinement hearings	13	21	15	30	20	13	37	17
C0117	Authenticate court-martial orders	13	12	0	14	24	13	16	0
C0118	Brief organizations on Article 15, UCMJ, procedures	33	33	15	30	28	47	37	25
C0119	Compile Article 15, UCMJ, supportive evidence	27	45	23	32	44	53	37	17
C0120	Complete Article 15, UCMJ, processing checklist procedures	40	42	31	32	40	53	32	17
C0121	Complete court-martial processing checklist procedures	40	42	15	38	44	47	37	17
C0122	Conduct Article 137, UCMJ, briefings	13	21	23	22	24	40	16	0
C0123	Conduct First Term Airman Course (FTAC) briefings	20	24	15	27	32	67	21	50
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	20	30	8	14	28	27	26	0
C0125	Coordinate disposals of physical evidence with base agencies	7	27	8	11	12	13	21	0
C0126	Coordinate individual case dockets with defense council circuit	13	15	15	14	12	13	5	17
C0127	Coordinate preferral of charges on pretrial confinees with commanders	27	24	23	22	28	27	16	8

C0128 Coordinate serving of charges on accused with trial
 counsel or unit personnel

33 39 31 35 40 33 26 0

D								
T Tsk		USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC AFLSA
Y Nbr	Task Title	1-48	1-48	1-48	1-48	1-48	1-48	1-48
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	27	27	23	32	40	27	26 8
C0130	Coordinate witness fundings with appropriate agencies	27	30	23	38	36	20	26 0
C0131	Copy records of trial	20	27	15	32	44	33	21 8
C0132	Develop Article 15, UCMJ, processing checklists	33	39	23	24	20	40	16 0
C0133	Develop court-martial processing checklists	20	36	8	24	16	27	11 17
C0134	Dispose of physical evidence	13	18	8	11	12	13	0 8
C0135	Distribute court-martial orders	33	39	15	43	44	27	26 8
C0136	Distribute court-martial records of trials to reviewing authorities	27	36	15	38	44	33	37 8
C0137	Draft charges and specifications for actions, other than court-martial actions	27	42	23	32	44	40	32 17
C0138	Draft charges and specifications for court-martial actions	33	42	15	32	40	47	26 8
C0139	Edit AMJAMS products	27	45	15	38	40	40	47 17
C0140	Input AMJAMS data	40	48	23	43	52	53	53 33
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	27	48	23	35	48	53	47 17
C0142	Monitor pretrial restraint or posttrial confinement	13	27	8	19	40	13	21 0
C0143	Monitor status of excess leave personnel	13	30	15	24	24	20	16 0
C0144	Monitor status of DUI violations	13	27	15	16	8	7	16 0
C0145	Monitor urinalysis programs	0	9	8	5	4	13	5 0
C0146	Monitor victim and witness assistance program (VWAP)	0	24	15	14	24	0	16 0
C0147	Monitor and report on special interest cases	27	42	15	27	36	20	26 8
C0148	Notify participants of courts-martial or boards	33	36	15	32	40	47	37 8
C0149	Perform military justice legal research	13	39	15	35	40	33	37 25
C0150	Perform trial team member activities	20	21	8	19	16	20	16 0
C0151	Prepare administrative hold or release letters	33	45	23	41	44	47	32 17
C0152	Prepare advice on orders for rehearings	0	12	0	3	4	7	5 0
C0153	Prepare annual VWAP report	0	15	0	8	12	0	5 0
C0154	Prepare case briefs	13	15	0	5	0	7	5 0
C0155	Prepare courtrooms for proceedings	33	42	31	41	40	47	32 8
C0156	Prepare excess leave documentation	33	27	15	22	40	20	16 8
C0157	Prepare findings worksheets	20	30	15	30	36	27	26 8
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	7	24	8	11	20	0	16 0
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	27	18	15	27	40	20	21 0
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	20	30	15	27	36	53	21 8
C0161	Prepare requests for country clearances for witnesses	0	3	0	5	0	0	5 0
C0162	Prepare sentencing worksheets	20	24	15	35	36	33	21 8
C0163	Prepare trial folders	20	42	15	32	44	47	26 42
C0164	Prepare witness payment vouchers	27	27	15	32	40	27	21 8
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	27	30	15	35	44	40	21 0

C0166	Prepare or process releases for court-martial or board members	33	27	15	27	32	33	21	8
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D									
T Tsk			USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC AFLSA
Y Nbr	Task Title		1-48	1-48	1-48	1-48	1-48	1-48	1-48
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)		27	27	15	30	28	27	21 0
C0168	Prepare or review amendments to court-martial convening orders		27	30	8	30	40	40	21 0
C0169	Prepare or review applications for relief under Article 69, UCMJ		0	15	0	8	12	7	11 0
C0170	Prepare or review Article 15, UCMJ, appeal actions		27	42	38	30	44	47	37 25
C0171	Prepare or review Article 15, UCMJ, appellate actions		27	39	31	22	28	33	32 0
C0172	Prepare or review Article 15, UCMJ, base activity reports		27	36	31	24	32	27	37 8
C0173	Prepare or review Article 15, UCMJ, decision letters		20	36	8	22	24	33	26 8
C0174	Prepare or review Article 15, UCMJ, mitigation actions		33	36	31	22	32	20	32 25
C0175	Prepare or review Article 15, UCMJ, punishments		40	45	38	32	44	53	37 25
C0176	Prepare or review Article 15, UCMJ, remission actions		27	39	38	30	44	33	32 17
C0177	Prepare or review Article 15, UCMJ, set aside actions		27	39	38	27	40	40	32 17
C0178	Prepare or review Article 15, UCMJ, suspension actions		27	42	31	35	44	40	37 25
C0179	Prepare or review Article 15, UCMJ, vacation actions		27	45	38	35	44	53	37 17
C0180	Prepare or review certificates of correction		7	15	15	19	28	0	11 8
C0181	Prepare or review convening authority actions on individual military defense counsel requests		20	24	15	16	24	13	11 0
C0182	Prepare or review court-martial actions of convening authorities		33	24	15	27	36	33	21 0
C0183	Prepare or review court-martial base activities reports		27	21	8	16	20	7	21 0
C0184	Prepare or review court-martial convening orders		33	39	15	35	44	40	26 0
C0185	Prepare or review court-martial promulgating orders		33	39	15	35	44	33	32 0
C0186	Prepare or review DD Forms 2707 (Confinement Order)		33	36	15	30	40	40	42 17
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)		13	33	8	27	40	33	26 8
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)		0	18	0	5	12	0	5 0
C0189	Prepare or review DD Forms 458 (Charge Sheet)		40	45	23	35	44	60	42 33
C0190	Prepare or review delay requests		27	39	8	22	28	27	16 33
C0191	Prepare or review depositions		13	21	0	8	12	20	5 0
C0192	Prepare or review discovery requests		20	42	15	24	32	27	26 25
C0193	Prepare or review flimsies		27	30	15	35	36	47	26 8
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers		27	36	15	35	40	33	21 0
C0195	Prepare or review invitational travel orders		27	33	15	24	40	27	11 25
C0196	Prepare or review letters concerning submission of matters to convening authority		33	33	15	27	36	47	16 17
C0197	Prepare or review pretrial confinement hearing reports		20	27	0	16	16	7	21 8
C0198	Prepare or review proposed court-martial member lists		40	36	8	35	32	53	32 17
C0199	Prepare or review requests for recall of reservists to active duty for courts-martial		0	15	0	8	4	13	5 0
C0200	Prepare or review requests to proceed to try personnel with specialized security clearances		13	9	8	14	12	13	5 0

C0201	Prepare or review serious incident reports (SIRs)	20	33	23	22	20	7	16	0
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	27	39	15	30	32	40	21	0

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T Tsk		USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC	AFLSA
Y Nbr	Task Title	1-48	1-48	1-48	1-48	1-48	1-48	1-48	1-48
C0203	Prepare or review stipulations	27	21	0	14	12	13	5	8
C0204	Prepare or review supplementary court-martial orders	33	21	8	16	40	20	16	0
C0205	Process Article 15, UCMJ, appeal actions	20	36	15	22	44	40	37	33
C0206	Process Article 32, UCMJ, investigations	20	24	15	19	24	27	26	0
C0207	Process computer-generated AMJAMS reports for distribution	27	36	31	27	36	33	32	0
C0208	Process court-martial promulgating orders	33	33	15	24	44	27	26	0
C0209	Process discharges or resignations in lieu of courts-martial	20	21	8	16	32	7	16	8
C0210	Process discovery requests	13	30	8	14	32	27	26	33
C0211	Process excess leave documentation	27	27	8	24	44	13	21	8
C0212	Process post-trial materials submitted by accused	33	27	8	27	44	27	26	8
C0213	Process pretrial agreements	20	24	8	16	36	20	5	8
C0214	Process requests for individual military defense counsel	13	18	8	11	16	20	11	25
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	20	36	15	22	28	27	21	17
C0216	Process VWAP forms	7	27	0	24	20	7	11	0
C0217	Process witness payment vouchers	27	30	8	27	40	20	16	8
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	33	36	8	27	40	47	32	8
C0219	Procure convening authority approval of expert witnesses	27	33	8	24	36	20	21	0
C0220	Procure court-martial or board members	27	30	8	27	40	33	21	0
C0221	Procure military magistrates or judges for pretrial confinement hearings	13	24	0	8	20	13	16	0
C0222	Procure physical evidence for trials	20	30	8	19	32	27	32	17
C0223	Procure and brief individuals for bailiff duties	27	36	15	30	40	40	32	0
C0224	Report data on DUI violations	7	21	8	14	8	13	16	0
C0225	Request civilian witnesses for courts-martial	27	36	15	32	36	33	26	17
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	20	33	8	27	32	13	26	25
C0227	Request military witnesses for courts-martial	27	36	15	30	36	20	21	33
C0228	Request records of prior disciplinary actions	27	39	15	38	40	47	37	25
C0229	Request reports on individual personnel (RIPs)	33	39	15	32	40	47	42	25
C0230	Request witness fundings	33	36	15	27	36	27	21	8
C0231	Research charges and specifications for court-martial actions	20	36	8	27	36	27	26	8
C0232	Review allied papers for insertion in records of trial	7	24	8	19	32	20	21	0
C0233	Review AMJAMS strength reports	27	42	8	30	36	27	32	17
C0234	Review appointment or assumption of command orders with appropriate agencies	20	30	15	14	36	27	16	8
C0235	Review charge sheets for accuracy and completeness	33	42	15	35	36	40	32	25
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	33	42	23	32	36	47	37	0
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	27	39	23	32	48	47	42	8
C0238	Review court-martial or board member information	27	36	8	35	44	33	26	17

C0239 Review Daily Register of Transactions on military
 justice actions

13 15 0 5 12 13 11 8

D T Tsk Y Nbr	Task Title	USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC	AFLSA
		1-48	1-48	1-48	1-48	1-48	1-48	1-48	1-48
C0240	Review evidence to determine appropriateness for military justice actions	27	39	8	30	32	33	26	25
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	27	30	8	27	24	27	16	0
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	20	30	8	14	24	20	21	0
C0243	Review RIPs for courts-martial	27	45	15	32	36	47	26	17
C0244	Review security forces blotters for potential disciplinary actions	27	39	23	35	36	47	32	17
C0245	Review trial briefs	0	21	0	3	0	0	5	0
C0246	Review unfavorable information files (UIFs)	27	27	15	38	40	33	16	8
C0247	Serve appellate court decisions on accused	13	18	8	11	24	13	21	0
C0248	Serve records of trial on accused	27	27	15	35	40	40	21	8
C0249	Serve subpoenas on witnesses	13	15	8	19	32	13	21	8
C0250	Serve as VWAP coordinator	0	15	0	19	20	0	16	0
C0251	Suspense or follow up on military justice actions	27	39	15	22	36	27	21	8
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	27	39	15	24	40	47	37	17
C0253	Verify availability of court-martial or board members	27	39	8	35	40	47	26	8

D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES								
D0254	Compile investigative materials	13	27	23	16	32	13	16	42
D0255	Conduct initial reviews of adverse actions	20	9	0	14	20	13	16	42
D0256	Coordinate case loads with base law office personnel	0	15	0	14	16	7	11	33
D0257	Coordinate individual case dockets with legal office or circuit courts	0	21	0	14	16	13	11	50
D0258	Establish eligibility of clients for defense services	7	9	0	5	12	13	11	42
D0259	Maintain defense counsel case dockets	0	6	0	3	0	0	11	33
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	13	15	0	24	24	27	16	42
D0261	Prepare or review Article 15 responses	13	18	8	24	32	33	21	50
D0262	Prepare or review case summary reports	0	9	0	11	8	20	5	25
D0263	Prepare or review case witness statements	7	15	0	14	16	33	11	33
D0264	Prepare or review client assistance records	0	9	0	3	12	0	16	33
D0265	Prepare or review client responses for discharge actions	7	9	0	16	12	13	16	42
D0266	Prepare or review client statements	7	15	0	8	16	13	16	42
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	13	6	0	5	20	7	5	8
D0268	Prepare or review defense paralegal (DP) training reports	0	6	0	3	0	7	5	33
D0269	Prepare or review deferment of forfeitures or reduction in grade	7	15	0	11	20	20	5	33
D0270	Prepare or review initial case analyses	0	0	0	5	4	0	11	0

D0271	Prepare or review motions	0	12	0	3	4	0	5	17
D0272	Prepare or review office activity reports	0	12	0	11	0	13	5	42

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D									
T Tsk		USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC	AFLSA
Y Nbr	Task Title	1-48	1-48	1-48	1-48	1-48	1-48	1-48	1-48
D0273	Prepare or review petitions for new trials	0	6	0	3	4	0	5	0
D0274	Prepare or review petitions for rehearings	0	6	0	3	4	0	0	0
D0275	Prepare or review petitions for reviews by courts of military appeals	0	6	0	5	0	7	0	0
D0276	Prepare or review post-trial clemency evaluations	7	18	8	14	16	20	16	25
D0277	Prepare or review pretrial agreements	13	12	0	11	24	7	5	25
D0278	Prepare or review reenlistment denials	0	9	0	5	4	0	0	25
D0279	Prepare or review report of survey determinations	0	6	0	3	0	7	0	17
D0280	Prepare or review requests for deferment of confinement	0	15	0	11	12	0	11	25
D0281	Prepare or review requests for delay actions	20	18	0	8	12	13	11	33
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	20	15	0	16	24	20	11	17
D0283	Prepare or review requests for individual military defense counsel	0	12	0	5	0	0	5	42
D0284	Prepare or review responses to miscellaneous legal reviews	7	6	0	8	8	20	11	0
D0285	Prepare or review responses to Staff Judge Advocate recommendations	7	18	0	22	12	33	16	17
D0286	Prepare or review responses to pretrial advice	7	12	0	8	16	27	5	17
D0287	Prepare or review withdrawals of petitions for reviews	0	0	0	3	4	0	5	0
D0288	Prepare or review witness affidavits	0	6	0	11	16	13	16	25
D0289	Process request for defense witnesses	13	12	0	11	20	7	16	33
D0290	Schedule client appointments	7	24	0	11	32	27	21	50
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	20	12	8	14	28	20	21	25

E PERFORMING COURT REPORTING ACTIVITIES

E0292	Assemble documentation for administrative board actions	13	15	8	5	20	7	5	33
E0293	Assemble documentation for Article 32, UCMJ, investigations	13	21	8	14	28	20	5	25
E0294	Assemble documentation for collateral investigations	0	6	0	3	4	7	5	0
E0295	Assemble documentation FEB actions	0	0	8	3	0	0	0	0
E0296	Assemble documentation for miscellaneous proceedings	7	12	0	5	12	0	0	25
E0297	Assemble records of trials	20	27	8	19	40	20	11	0
E0298	Authenticate records of trials	0	9	0	3	8	0	0	8
E0299	Maintain court files or tapes	13	21	8	8	16	7	5	8
E0300	Maintain court reporter logs	0	6	0	3	0	0	0	0
E0301	Mark exhibits	20	33	31	8	28	40	11	50
E0302	Prepare or review court reporter chronologies	7	9	0	5	8	0	5	8
E0303	Procure photographs of physical evidence	27	24	15	14	28	33	16	25
E0304	Record miscellaneous proceedings, such as for FEBs, Medical Evaluation Boards (MEBs), or Aircraft Accident Investigation Boards (AIBs)	0	3	8	0	0	0	5	8

E0305	Record proceedings	0	3	0	0	8	0	5	0
E0306	Set up court reporting equipment	0	9	15	0	0	7	5	0

D								
T Tsk		USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC AFLSA
Y Nbr	Task Title	1-48	1-48	1-48	1-48	1-48	1-48	1-48
E0307	Transcribe proceedings	0	0	0	0	0	0	5 0
E0308	Transcribe summarized records of trials	0	0	0	0	0	0	0 0
E0309	Transcribe verbatim records of trials	0	0	0	0	0	0	0 0

F	PERFORMING AIR FORCE CLAIMS ACTIVITIES							
F0310	Adjudicate claims	27	52	46	43	32	47	42 8
F0311	Analyze claims management data listings or reports	20	30	31	35	20	33	37 0
F0312	Annotate claims funds logs	20	30	38	32	28	33	26 0
F0313	Approve claims	20	24	31	16	24	27	21 8
F0314	Assemble claims files	33	52	46	43	32	40	42 8
F0315	Assemble investigative files on potential claims	27	42	38	41	28	47	42 8
F0316	Assert carrier recovery claims	33	45	46	41	32	47	42 8
F0317	Assert government (G) claims	0	30	31	27	24	33	37 0
F0318	Assert hospital recovery claims	0	9	15	14	12	7	5 0
F0319	Brief claimants on claims filing procedures	27	52	46	43	32	40	47 0
F0320	Close out claims	33	52	38	41	32	40	47 8
F0321	Conduct claims inspections	33	52	46	43	32	40	42 8
F0322	Conduct claims investigations	27	45	46	38	32	47	32 0
F0323	Coordinate claims with other investigative agencies	7	33	31	35	16	27	26 0
F0324	Determine chapter for claims	33	48	46	41	28	33	42 0
F0325	Determine claims jurisdiction	33	52	46	43	32	47	42 0
F0326	Develop claims checklists	13	36	31	27	24	27	26 0
F0327	Edit claims management products	7	30	38	19	12	20	21 0
F0328	Follow up on other investigative agencies' investigations	0	33	31	24	8	20	26 0
F0329	Follow up on personal injury questionnaires	0	9	15	14	12	7	11 0
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	27	48	46	41	32	40	42 0
F0331	Maintain claims funds logs	20	30	23	30	28	33	26 0
F0332	Maintain disaster response kits	13	27	23	19	28	27	42 0
F0333	Maintain potential claims files	27	48	38	38	32	33	42 0
F0334	Negotiate claims settlements	27	30	31	32	20	40	26 0
F0335	Perform claims legal research	20	33	38	38	24	33	42 8
F0336	Perform Disaster Control Group (DCG) duties	27	12	31	22	16	27	16 0
F0337	Perform follow-up actions on carrier recovery claims	33	36	38	32	28	40	42 8
F0338	Perform follow-up actions on G claims	7	21	31	27	16	27	37 0
F0339	Perform follow-up actions on hospital recovery claims	7	12	15	14	12	7	5 0
F0340	Perform follow-up actions on incomplete mail-in claims	20	42	46	41	28	40	42 8
F0341	Perform follow-up actions on personnel claims	33	48	46	43	28	40	42 8
F0342	Perform Initial Response Team (IRT) duties	0	6	15	3	8	7	0 0
F0343	Pick up or turn-in items for salvage	7	9	31	14	0	20	16 0
F0344	Prepare carrier recovery claims for setoffs	27	39	46	30	32	40	42 0
F0345	Prepare claimant instruction packets	33	42	31	41	32	40	42 0
F0346	Prepare claims for transmittal	27	42	46	32	28	40	32 0
F0347	Prepare claims inspection memorandums	27	48	46	38	28	33	42 8

F0348	Prepare claims labels	33	48	46	43	36	40	42	8
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	33	39	46	41	28	40	42	0

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D								
T Tsk		USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC AFLSA
Y Nbr	Task Title	1-48	1-48	1-48	1-48	1-48	1-48	1-48
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	33	48	46	43	36	40	47 0
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	0	12	15	3	8	27	11 0
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)	0	6	23	16	12	27	21 0
F0353	Prepare reports on potential claims of major accidents or incidents	7	15	23	5	8	20	16 0
F0354	Prepare requests for completion of personal injury questionnaires	0	12	8	14	12	7	11 0
F0355	Prepare requests for assistance from other agencies for claims administration inspections	0	21	23	22	12	7	16 0
F0356	Prepare salvage documents	7	6	23	11	4	13	16 0
F0357	Prepare seven-point memorandums	13	24	38	27	20	33	37 0
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	0	24	31	22	28	40	37 0
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	20	39	38	30	32	40	37 0
F0360	Prepare vouchers for payment of claims	33	45	46	41	36	47	42 0
F0361	Prepare and process unearned transportation charges	20	36	38	32	20	27	32 0
F0362	Prepare or review claims activity reports	27	30	23	35	16	20	21 0
F0363	Prepare or review demand on carrier or contractor	27	36	38	41	20	40	42 0
F0364	Prepare or review requests for claims funds	13	21	31	19	16	27	21 0
F0365	Prepare or review settlement agreements	13	36	38	32	20	33	26 0
F0366	Process admiralty claims	0	6	8	0	0	7	0 0
F0367	Process Air National Guard claims	0	12	8	8	4	7	11 0
F0368	Process Article 139, UCMJ, claims	0	6	8	5	4	13	0 0
F0369	Process carrier recovery claims for settlements	27	42	46	35	28	40	37 8
F0370	Process carrier recovery insurance claims	7	30	38	35	20	33	37 8
F0371	Process Civil Air Patrol claims	0	3	8	3	4	7	0 0
F0372	Process claims payment vouchers	27	36	46	41	24	47	37 0
F0373	Process claims under foreign claims act	7	3	23	3	4	7	0 0
F0374	Process federal tort claims	7	30	31	35	24	33	32 0
F0375	Process G claims	7	18	31	27	16	33	37 0
F0376	Process hospital recovery claims	0	9	23	14	8	7	5 0
F0377	Process international agreement claims	13	0	15	0	4	7	0 0
F0378	Process medical malpractice claims	0	3	23	8	12	13	5 0
F0379	Process nonappropriated funds claims	7	27	23	19	24	20	21 0
F0380	Process personnel claims, other than for clothing	27	45	46	41	28	40	37 0
F0381	Process personnel clothing claims	27	45	46	35	24	47	32 0
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	27	45	46	43	28	47	42 0
F0383	Process rebuttals from carriers	33	39	46	38	28	47	42 8
F0384	Process reconsiderations from claimants	33	42	38	43	28	47	42 0
F0385	Process request for compromise of medical expenses	0	0	8	8	4	7	5 0
F0386	Process request for waiver of medical expenses	0	0	8	8	4	7	5 0

F0387	Process requests for advance payments	7	18	15	11	8	7	11	0
F0388	Process requests for emergency payments	0	12	15	8	8	0	11	0
F0389	Process requests for partial payment	0	15	23	8	16	7	11	0

G0421	Process solatium payments with foreign parties	0	0	0	0	0	0	0
G0422	Procure local national attorneys	0	0	0	0	0	0	0

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H0452	Prepare LOAC reports	0	0	0	11	12	7	5	0
H0453	Prepare mobility equipment or supplies for transport	0	6	15	5	16	0	5	0

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D									
T Tsk		USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC	AFLSA
Y Nbr	Task Title	1-48	1-48	1-48	1-48	1-48	1-48	1-48	1-48
H0454	Prepare or publish project pitfall letters	0	0	0	0	4	0	0	0
H0455	Prepare or review official duty certificates	0	0	0	0	0	0	0	0
H0456	Process classified materials or documents at deployed locations	0	0	0	0	8	0	0	0
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	0	3	0	14	16	0	16	0
H0458	Provide OPLAN requirements status listings to unit commanders	0	0	0	3	4	0	0	0
H0459	Request or distribute mobility requirements documents	0	3	0	5	4	13	0	0
H0460	Review UTC requirements	0	6	8	5	12	13	0	0
H0461	Review and analyze target folders	0	0	0	0	8	0	0	0
H0462	Review or update rules of engagement	0	0	23	3	8	7	5	0

I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES								
I0463	Complete accident or incident reports	7	3	0	0	4	0	0	0
I0464	Destroy classified materials or documents	7	3	8	5	16	13	0	0
I0465	Establish or maintain accountability records for classified materials or documents	0	0	0	3	4	0	0	0
I0466	Identify and report suspected security compromises	0	0	15	5	8	13	5	0
I0467	Initiate classified reports, messages, or documents	0	0	0	3	4	0	0	0
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	0	6	0	5	20	0	11	17
I0469	Initiate requests for temporary duty (TDY) orders	7	15	8	11	12	13	21	25
I0470	Inventory classified materials or documents	0	0	0	0	4	0	0	0
I0471	Maintain administrative files	20	24	38	22	28	40	37	58
I0472	Maintain or update status indicators, such as boards, graphs, or charts	7	6	23	19	16	20	26	33
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	7	6	15	14	16	13	21	33
I0474	Write minutes of briefings, conferences, or meetings	0	3	8	3	20	0	11	0

J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES								
J0475	Coordinate maintenance of equipment with appropriate agencies	7	6	15	11	16	13	16	42
J0476	Develop equipment checklists	0	6	15	3	16	0	11	25
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	0	6	15	11	16	7	16	50
J0478	Identify and report equipment or supply problems	7	6	15	14	16	20	26	50
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	7	6	15	8	4	7	16	33
J0480	Maintain documentation on items requiring periodic inspections or calibrations	0	3	0	3	8	0	11	25
J0481	Maintain organizational equipment or supply records	7	6	9	9	12	7	21	42

D T Tsk Y Nbr	Task Title	USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC	AFLSA
		1-48	1-48	1-48	1-48	1-48	1-48	1-48	1-48
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	27	9	8	8	32	13	16	50

K	PERFORMING TRAINING ACTIVITIES								
K0483	Administer or score tests	7	0	0	11	8	0	5	0
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	7	0	0	14	20	13	11	0
K0485	Complete student entry or withdrawal forms	0	0	0	0	4	0	0	0
K0486	Conduct formal course classroom training	7	0	0	0	4	0	5	0
K0487	Conduct on-the-job training (OJT)	27	30	15	35	48	27	26	17
K0488	Counsel trainees on training progress	7	9	0	19	24	13	11	0
K0489	Determine training requirements	7	12	8	24	24	27	21	8
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STs)	7	0	0	3	12	7	5	0
K0491	Develop training programs, plans, or procedures	13	3	0	3	12	20	21	0
K0492	Develop written tests	7	0	0	3	4	0	5	0
K0493	Develop or procure training materials or aids	13	9	8	5	16	13	32	0
K0494	Establish or maintain study reference files	7	3	15	14	8	13	16	0
K0495	Evaluate training methods or techniques of instructors	7	0	0	3	8	7	0	0
K0496	Evaluate effectiveness of training programs, plans, or procedures	7	6	0	8	8	7	21	0
K0497	Evaluate progress of trainees	7	6	0	14	20	13	11	0
K0498	Inspect training materials or aids for operation or suitability	7	3	0	5	8	7	5	0
K0499	Maintain training records or files	7	12	15	30	20	27	37	8
K0500	Personalize lesson plans	13	3	0	3	4	7	11	8
K0501	Prepare job qualification standards (JQSs)	7	3	0	3	4	7	11	8
K0502	Process completed retraining package	7	0	0	8	4	7	5	0
K0503	Write training reports	0	0	0	3	0	7	0	0

L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES								
L0504	Annotate time and attendance sheets for civilian employees	0	0	0	3	8	7	11	8
L0505	Assign personnel to work areas or duty positions	0	0	0	14	8	7	11	0
L0506	Assign sponsors for newly assigned personnel	0	3	0	5	8	7	5	8
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	13	9	15	11	20	7	16	8
L0508	Conduct safety and security briefings	0	15	8	14	8	7	16	8
L0509	Conduct self-inspections or self-assessments	20	15	8	14	16	13	37	25
L0510	Conduct staff assistance visits, inspections, or audits	7	6	0	11	16	13	11	25
L0511	Conduct supervisory performance feedback sessions	7	18	8	18	12	7	21	8

L0512 Conduct safety inspections of equipment or facilities

7 18 8 14 8 13 16 17

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D T Tsk Y Nbr	Task Title	USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC	AFLSA
		1-48	1-48	1-48	1-48	1-48	1-48	1-48	1-48
L0513	Conduct supervisory orientations for newly assigned personnel	0	12	8	19	12	13	16	8
L0514	Counsel subordinates concerning personal matters	13	18	15	19	12	13	21	0
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	7	18	8	16	8	7	16	25
L0516	Determine or establish work assignments or priorities	7	24	0	24	20	7	21	8
L0517	Develop organizational or functional charts	7	3	0	5	8	7	11	8
L0518	Develop resource protection programs	0	3	0	3	4	7	5	0
L0519	Develop self-inspection or self-assessment program checklists	7	3	0	8	12	7	5	8
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	7	6	8	5	8	7	5	8
L0521	Develop or establish work methods or procedures	7	15	0	19	16	13	26	17
L0522	Develop or establish work schedules	7	15	0	16	16	7	11	8
L0523	Draft host-tenant or interservice agreements	0	0	0	3	4	0	0	0
L0524	Draft or review budget requirements	7	3	0	8	8	13	5	25
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	0	0	0	3	0	7	0	0
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	0	3	8	3	8	7	5	8
L0527	Establish performance standards for subordinates	7	12	8	19	16	7	11	0
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	7	6	8	5	12	13	5	17
L0529	Evaluate inspection report findings or inspection procedures	0	3	15	3	8	13	5	17
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	0	9	8	8	4	7	11	17
L0531	Evaluate personnel for compliance with performance standards	7	9	15	14	12	7	16	8
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	7	12	15	16	16	7	11	0
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	7	9	8	3	8	7	5	8
L0534	Implement safety or security programs	7	12	8	14	16	7	16	8
L0535	Initiate personnel action requests	0	6	0	8	12	7	5	8
L0536	Initiate actions required due to substandard performance of personnel	0	6	8	8	8	7	11	0
L0537	Inspect personnel for compliance with military standards	13	15	23	22	24	7	11	8
L0538	Interpret policies, directives, or procedures for subordinates	7	9	15	11	20	7	11	8
L0539	Interview potential paralegal retrainees	7	3	0	16	16	7	11	0
L0540	Investigate accidents or incidents	0	6	0	8	8	7	0	0
L0541	Manage IMPAC card programs	0	6	8	11	20	20	5	42
L0542	Perform personnel hiring procedures	0	0	0	3	4	0	5	0

L0543	Plan layouts of facilities	0	3	0	3	4	7	5	8
L0544	Prepare contract requests for tax services	0	0	0	3	4	0	0	0

D									
T Tsk		USAFE	AETC	PACAF	ACC	AMC	AFMC	AFSPC	AFLSA
Y Nbr	Task Title	1-48	1-48	1-48	1-48	1-48	1-48	1-48	1-48
L0545	Prepare recommendation or non-recommendation retraining package	7	3	0	11	4	7	16	0
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	0	3	8	3	12	7	0	8
L0547	Review written tests	7	0	0	5	12	0	0	0
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	0	3	8	3	12	7	0	0
L0549	Safeguard written tests	0	0	0	3	4	0	0	0
L0550	Schedule personnel TDY assignments, leaves, or passes	0	3	0	11	20	13	5	17
L0551	Write inspection reports	0	21	15	14	16	7	11	0
L0552	Write job or position descriptions	7	3	8	5	8	7	5	8
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	0	3	0	5	4	7	0	0
L0554	Write or indorse civilian performance appraisals	0	0	0	3	4	7	5	0
L0555	Write or indorse military performance reports	7	15	8	16	24	7	16	0
L0556	Write recommendations for awards or decorations	7	15	15	16	16	7	16	0
L0557	Write replies to inspection reports	0	9	0	11	4	7	0	8

Paralegal
Reported AFSC(s): 5J0X1

----- Variable/Group Distributions -----

The percent of reported group members who responded to background questions are presented under the column headings for the appropriate group. The displayed data summarizes information about the people in each group.

Reports on the following groups were requested:

gp0001: Membership selection of all members	(n = 468)
gp0042: All DAFSC 5J0X1 AD Amn in USAFE	(n = 45)
gp0043: All DAFSC 5J0X1 AD Amn in AETC	(n = 78)
gp0045: All DAFSC 5J0X1 AD Amn in PACAF	(n = 62)
gp0047: All DAFSC 5J0X1 AD Amn in AFSOC	(n = 7)

C0007 Number of valid task responses

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Mean in range:	103.07	104.09	105.32	104.73	95.71
S.D. in range:	59.82	76.20	59.31	52.73	47.75

V0005 Enlisted Grade

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
AB (E-1)	0 %	0 %	0 %	0 %	0 %
AMN (E-2)	0 %	0 %	0 %	0 %	0 %
A1C (E-3)	0 %	0 %	0 %	0 %	0 %
Sra/Sgt (E-4)	4 %	4 %	0 %	3 %	0 %
SSgt (E-5)	45 %	42 %	45 %	44 %	57 %
TSgt (E-6)	30 %	38 %	32 %	35 %	14 %
MSgt (E-7)	18 %	16 %	18 %	18 %	29 %
SMSgt (E-8)	3 %	0 %	5 %	0 %	0 %
CMSgt (E-9)	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*
Mean in range:	5.71	5.64	5.83	5.68	5.71
S.D. in range:	.93	.79	.90	.80	.88

V0009 Number supervised

Interval Percentages	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
0	61 %	58 %	58 %	65 %	57 %
1	10 %	13 %	6 %	5 %	29 %
2	10 %	9 %	13 %	11 %	0 %
3	6 %	7 %	10 %	6 %	0 %
4	3 %	4 %	3 %	2 %	0 %
5	2 %	2 %	3 %	5 %	0 %
6	1 %	0 %	0 %	2 %	0 %
7	1 %	0 %	1 %	0 %	0 %
8	1 %	2 %	0 %	3 %	0 %
9	1 %	2 %	1 %	0 %	0 %
10	1 %	0 %	1 %	0 %	0 %
11	1 %	0 %	3 %	0 %	14 %
12	0 %	0 %	1 %	0 %	0 %
13	0 %	0 %	0 %	0 %	0 %
14	0 %	0 %	0 %	0 %	0 %
15	0 %	0 %	0 %	0 %	0 %
16	0 %	0 %	0 %	0 %	0 %
17	0 %	2 %	0 %	0 %	0 %
18	0 %	0 %	0 %	0 %	0 %
19	0 %	0 %	0 %	0 %	0 %
20	0 %	0 %	0 %	0 %	0 %
21	0 %	0 %	0 %	0 %	0 %
22	0 %	0 %	0 %	0 %	0 %
23	0 %	0 %	0 %	0 %	0 %
24	0 %	0 %	0 %	0 %	0 %
25	0 %	0 %	0 %	0 %	0 %
26	0 %	0 %	0 %	0 %	0 %
27	0 %	0 %	0 %	0 %	0 %
28	0 %	0 %	0 %	0 %	0 %
29	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	2 %	0 %
Total in group:	468*	45*	78*	62*	7*
Mean in range:	1.45	1.56	1.63	1.15	1.86
S.D. in range:	2.90	3.10	2.79	1.99	3.76

V0010 Time in present job

		ALL				
		5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages		gp0001	gp0042	gp0043	gp0045	gp0047
1	12	46 %	51 %	38 %	53 %	43 %
13	24	28 %	22 %	29 %	18 %	29 %
25	36	14 %	11 %	19 %	16 %	14 %
37	48	5 %	9 %	6 %	0 %	14 %
49	96	5 %	7 %	4 %	10 %	0 %
97	144	1 %	0 %	1 %	2 %	0 %
145	192	0 %	0 %	0 %	2 %	0 %
193	240	0 %	0 %	0 %	0 %	0 %
241	288	0 %	0 %	0 %	0 %	0 %
289	318	0 %	0 %	0 %	0 %	0 %
Other:		0 %	0 %	1 %	0 %	0 %
Total in group:		468*	45*	78*	62*	7*
Mean in range:		19.42	18.20	20.88	21.85	17.43
S.D. in range:		20.72	18.97	19.86	26.72	11.77

V0011 Total time in career field (TICF)

		ALL				
		5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages		gp0001	gp0042	gp0043	gp0045	gp0047
1	12	7 %	0 %	10 %	2 %	14 %
13	24	10 %	4 %	12 %	3 %	0 %
25	36	11 %	18 %	13 %	10 %	14 %
37	48	9 %	11 %	8 %	6 %	29 %
49	96	33 %	44 %	29 %	50 %	0 %
97	144	15 %	16 %	15 %	18 %	29 %
145	192	8 %	4 %	9 %	8 %	0 %
193	240	4 %	2 %	3 %	2 %	14 %
241	272	1 %	0 %	0 %	0 %	0 %
Other:		1 %	0 %	1 %	2 %	0 %
Total in group:		468*	45*	78*	62*	7*
Mean in range:		77.29	75.53	69.10	79.33	83.43
S.D. in range:		57.21	43.94	52.63	44.41	64.00

V0012 Time in utilization field

		ALL				
		5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages		gp0001	gp0042	gp0043	gp0045	gp0047
1	12	0 %	0 %	0 %	0 %	0 %
13	24	0 %	0 %	0 %	0 %	0 %
25	36	0 %	0 %	0 %	0 %	0 %
37	48	0 %	0 %	0 %	0 %	0 %
Other:		100 %	100 %	100 %	100 %	100 %
Total in group:		468*	45*	78*	62*	7*
Mean in range:		.00	.00	.00	.00	.00
S.D. in range:		.00	.00	.00	.00	.00

V0014 Total Active Federal Military Service (TAFMS)

		ALL				
		5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages		gp0001	gp0042	gp0043	gp0045	gp0047
1	12	0 %	0 %	0 %	0 %	0 %
13	24	0 %	0 %	0 %	0 %	0 %
25	36	0 %	0 %	0 %	0 %	0 %
37	48	1 %	0 %	0 %	2 %	0 %
49	96	13 %	22 %	9 %	10 %	0 %
97	144	27 %	22 %	31 %	29 %	29 %
145	192	25 %	31 %	28 %	26 %	43 %
193	240	22 %	20 %	19 %	29 %	14 %
241	288	10 %	4 %	12 %	5 %	14 %
289	318	1 %	0 %	1 %	0 %	0 %
Other:		0 %	0 %	0 %	0 %	0 %
Total in group:		468*	45*	78*	62*	7*
Mean in range:		161.90	149.93	167.36	158.92	165.00
S.D. in range:		60.37	58.17	57.33	52.99	56.97

V0023 Enlisted Duty AFSC prefix

		ALL				
		5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages		gp0001	gp0042	gp0043	gp0045	gp0047
T		1 %	0 %	9 %	0 %	0 %
Other:		99 %	100 %	91 %	100 %	100 %
Total in group:		468*	45*	78*	62*	7*

V0024 Enlisted Duty AFSC with suffix

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
5J000	0 %	0 %	0 %	0 %	0 %
5J031	7 %	2 %	10 %	3 %	29 %
5J051	52 %	51 %	46 %	58 %	43 %
5J071	36 %	44 %	40 %	39 %	14 %
5J091	4 %	2 %	4 %	0 %	14 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0029 MAJCOM or operating agency

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
USAF	1 %	0 %	0 %	0 %	0 %
AETC	17 %	0 %	100 %	0 %	0 %
PACAF	13 %	0 %	0 %	100 %	0 %
AFSOC	1 %	0 %	0 %	0 %	100 %
AMC	11 %	0 %	0 %	0 %	0 %
AFSPC	7 %	0 %	0 %	0 %	0 %
ANG	0 %	0 %	0 %	0 %	0 %
PACOM	0 %	0 %	0 %	0 %	0 %
USAFE	10 %	100 %	0 %	0 %	0 %
AFRC	0 %	0 %	0 %	0 %	0 %
AIA	1 %	0 %	0 %	0 %	0 %
ACC	16 %	0 %	0 %	0 %	0 %
AFMC	9 %	0 %	0 %	0 %	0 %
AFLSA	12 %	0 %	0 %	0 %	0 %
CENTCOM	0 %	0 %	0 %	0 %	0 %
USSTRATCOM	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0030 Assigned to base/installation outside continental U.S.

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	28 %	93 %	6 %	92 %	14 %
No	72 %	7 %	94 %	8 %	86 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0031 How do you find your job

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Dull	6 %	7 %	3 %	8 %	14 %
So-So	10 %	24 %	12 %	13 %	0 %
Interesting	83 %	69 %	86 %	79 %	86 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0032 How does your job utilize your talents

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
None to very little	12 %	16 %	10 %	19 %	14 %
Fairly to very well	60 %	71 %	62 %	52 %	43 %
Excellent to perfect	28 %	13 %	28 %	29 %	43 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0033 How does your job utilize your training

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
None to very little	9 %	13 %	5 %	8 %	0 %
Fairly to very well	61 %	71 %	64 %	61 %	57 %
Excellent to perfect	30 %	16 %	31 %	31 %	43 %

Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0034 How satisfied with sense of accomplishment from work

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Dissatisfied	13 %	27 %	14 %	13 %	14 %
Neutral	8 %	11 %	6 %	11 %	0 %
Satisfied	79 %	62 %	79 %	76 %	86 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0035 Do you plan to reenlist at end of current enlistment

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Will retire	22 %	22 %	28 %	19 %	29 %
No or probably no	19 %	22 %	14 %	16 %	0 %
Yes or probably yes	60 %	56 %	58 %	65 %	71 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0036 Separate factor(s) - Military lifestyle

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	2 %	0 %	1 %	5 %	0 %
Moderate influence	3 %	4 %	3 %	0 %	0 %
Strong influence	3 %	2 %	3 %	6 %	0 %
Other:	92 %	93 %	94 %	89 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0037 Separate factor(s) - Pay and allowances

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	0 %	3 %	3 %	0 %
Moderate influence	3 %	2 %	0 %	3 %	0 %
Strong influence	5 %	4 %	6 %	5 %	0 %
Other:	90 %	93 %	91 %	89 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0038 Separate factor(s) - Bonus or special pay

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	0 %	1 %	0 %	0 %
Moderate influence	1 %	2 %	0 %	0 %	0 %
Strong influence	3 %	2 %	4 %	2 %	0 %
Other:	95 %	96 %	95 %	98 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0039 Separate factor(s) - Retirement benefits

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	0 %	0 %	1 %	0 %	0 %
Moderate influence	1 %	0 %	3 %	0 %	0 %
Strong influence	1 %	0 %	1 %	0 %	0 %
Other:	97 %	100 %	95 %	100 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0040 Separate factor(s) - Military related education/training opportunities

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	1 %	4 %	0 %	2 %	0 %
Moderate influence	0 %	0 %	0 %	0 %	0 %
Strong influence	1 %	0 %	0 %	2 %	0 %
Other:	97 %	96 %	100 %	97 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0041 Separate factor(s) - Off-duty education and training opportunities

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	2 %	4 %	1 %	0 %	0 %
Moderate influence	1 %	2 %	0 %	2 %	0 %
Strong influence	3 %	0 %	1 %	3 %	0 %
Other:	95 %	93 %	97 %	95 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0042 Separate factor(s) - Medical or dental care for AD member

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	2 %	4 %	1 %	2 %	0 %
Moderate influence	1 %	0 %	0 %	0 %	0 %
Strong influence	1 %	0 %	3 %	2 %	0 %
Other:	96 %	96 %	96 %	97 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0043 Separate factor(s) - Medical care or dental care for family members

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	2 %	1 %	0 %	0 %
Moderate influence	1 %	0 %	0 %	0 %	0 %
Strong influence	2 %	0 %	4 %	0 %	0 %
Other:	97 %	98 %	95 %	100 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0044 Separate factor(s) - Base housing

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	0 %	1 %	2 %	0 %
Moderate influence	1 %	2 %	1 %	0 %	0 %
Strong influence	1 %	2 %	0 %	0 %	0 %
Other:	97 %	96 %	97 %	98 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0045 Separate factor(s) - Base services

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	0 %	0 %	0 %	0 %	0 %
Moderate influence	0 %	2 %	0 %	0 %	0 %
Strong influence	0 %	2 %	0 %	0 %	0 %
Other:	99 %	96 %	100 %	100 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0046 Separate factor(s) - Childcare needs

	ALL				
	5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages	gp0001	gp0042	gp0043	gp0045	gp0047
Slight influence	0 %	0 %	0 %	0 %	0 %
Moderate influence	0 %	0 %	0 %	0 %	0 %
Strong influence	3 %	2 %	1 %	3 %	0 %
Other:	96 %	98 %	99 %	97 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0047 Separate factor(s) - Spouse's career

	ALL				
	5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages	gp0001	gp0042	gp0043	gp0045	gp0047
Slight influence	1 %	2 %	0 %	0 %	0 %
Moderate influence	1 %	2 %	3 %	0 %	0 %
Strong influence	2 %	0 %	0 %	2 %	0 %
Other:	95 %	96 %	97 %	98 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0048 Separate factor(s) - Civilian job opportunities

	ALL				
	5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages	gp0001	gp0042	gp0043	gp0045	gp0047
Slight influence	1 %	2 %	1 %	0 %	0 %
Moderate influence	3 %	2 %	4 %	0 %	0 %
Strong influence	4 %	0 %	3 %	5 %	0 %
Other:	93 %	96 %	92 %	95 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0049 Separate factor(s) - Equal employment opportunities

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	0 %	0 %	0 %	0 %	0 %
Moderate influence	1 %	0 %	3 %	0 %	0 %
Strong influence	0 %	0 %	0 %	0 %	0 %
Other:	99 %	100 %	97 %	100 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0050 Separate factor(s) - Number of PCS moves

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	0 %	0 %	0 %	0 %	0 %
Moderate influence	1 %	0 %	4 %	0 %	0 %
Strong influence	2 %	0 %	0 %	2 %	0 %
Other:	97 %	100 %	96 %	98 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0051 Separate factor(s) - Location of present assignment

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	1 %	2 %	1 %	2 %	0 %
Moderate influence	1 %	2 %	0 %	0 %	0 %
Strong influence	3 %	0 %	1 %	3 %	0 %
Other:	94 %	96 %	97 %	95 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0052 Separate factor(s) - Number/duration of TDYs or deployments

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	0 %	0 %	1 %	0 %	0 %
Moderate influence	1 %	2 %	0 %	2 %	0 %
Strong influence	1 %	2 %	0 %	0 %	0 %
Other:	97 %	96 %	99 %	98 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0053 Separate factor(s) - Work schedule

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	4 %	0 %	0 %	0 %
Moderate influence	1 %	2 %	0 %	0 %	0 %
Strong influence	1 %	0 %	4 %	2 %	0 %
Other:	97 %	93 %	96 %	98 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0054 Separate factor(s) - Additional duties

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	2 %	1 %	2 %	0 %
Moderate influence	1 %	0 %	0 %	0 %	0 %
Strong influence	1 %	0 %	0 %	3 %	0 %
Other:	97 %	98 %	99 %	95 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0055 Separate factor(s) - Job security

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	4 %	0 %	0 %	0 %
Moderate influence	0 %	0 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	0 %	0 %
Other:	99 %	96 %	100 %	100 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0056 Separate factor(s) - Enlisted evaluation system

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	0 %	0 %	0 %	2 %	0 %
Moderate influence	2 %	0 %	3 %	0 %	0 %
Strong influence	3 %	2 %	4 %	0 %	0 %
Other:	95 %	98 %	94 %	98 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0057 Separate factor(s) - Promotion opportunities

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	0 %	0 %	2 %	0 %
Moderate influence	2 %	2 %	1 %	0 %	0 %
Strong influence	4 %	2 %	6 %	3 %	0 %
Other:	94 %	96 %	92 %	95 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0058 Separate factor(s) - Training/experience of unit personnel

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	0 %	1 %	0 %	0 %
Moderate influence	1 %	0 %	0 %	2 %	0 %
Strong influence	1 %	4 %	3 %	0 %	0 %
Other:	97 %	96 %	96 %	98 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0059 Separate factor(s) - Unit manning

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	0 %	0 %	0 %	0 %	0 %
Moderate influence	2 %	2 %	3 %	0 %	0 %
Strong influence	2 %	2 %	3 %	0 %	0 %
Other:	96 %	96 %	95 %	100 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0060 Separate factor(s) - Unit resources

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	0 %	1 %	0 %	0 %
Moderate influence	1 %	2 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	0 %	0 %
Other:	98 %	98 %	99 %	100 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0061 Separate factor(s) - Unit readiness

	ALL				
	5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages	gp0001	gp0042	gp0043	gp0045	gp0047
Slight influence	0 %	0 %	0 %	0 %	0 %
Moderate influence	1 %	2 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	0 %	0 %
Other:	99 %	98 %	100 %	100 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0062 Separate factor(s) - Recognition of efforts

	ALL				
	5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages	gp0001	gp0042	gp0043	gp0045	gp0047
Slight influence	2 %	2 %	0 %	0 %	0 %
Moderate influence	1 %	0 %	1 %	2 %	0 %
Strong influence	4 %	2 %	6 %	3 %	0 %
Other:	93 %	96 %	92 %	95 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0063 Separate factor(s) - Esprit de corps/morale

	ALL				
	5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages	gp0001	gp0042	gp0043	gp0045	gp0047
Slight influence	1 %	0 %	3 %	0 %	0 %
Moderate influence	2 %	2 %	5 %	0 %	0 %
Strong influence	5 %	2 %	4 %	8 %	0 %
Other:	92 %	96 %	88 %	92 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0064 Separate factor(s) - Leadership of immediate supervisor

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	0 %	1 %	2 %	0 %
Moderate influence	1 %	2 %	0 %	2 %	0 %
Strong influence	3 %	4 %	3 %	5 %	0 %
Other:	95 %	93 %	96 %	92 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0065 Separate factor(s) - Leadership at unit level

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	0 %	0 %	1 %	0 %	0 %
Moderate influence	1 %	2 %	0 %	2 %	0 %
Strong influence	3 %	2 %	3 %	6 %	0 %
Other:	95 %	96 %	96 %	92 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0066 Separate factor(s) - Senior Air Force leadership

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	0 %	0 %	0 %	0 %	0 %
Moderate influence	1 %	2 %	1 %	0 %	0 %
Strong influence	2 %	0 %	4 %	2 %	0 %
Other:	97 %	98 %	95 %	98 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0067 Reenlist factor(s) - Military lifestyle

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	7 %	11 %	8 %	3 %	14 %
Moderate influence	15 %	16 %	17 %	16 %	29 %
Strong influence	17 %	9 %	12 %	24 %	14 %
Other:	62 %	64 %	64 %	56 %	43 %
Total in group:	468*	45*	78*	62*	7*

V0068 Reenlist factor(s) - Pay and allowances

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	4 %	7 %	4 %	2 %	0 %
Moderate influence	13 %	11 %	15 %	13 %	14 %
Strong influence	24 %	22 %	23 %	24 %	14 %
Other:	59 %	60 %	58 %	61 %	71 %
Total in group:	468*	45*	78*	62*	7*

V0069 Reenlist factor(s) - Bonus or special pay

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	5 %	7 %	4 %	0 %	0 %
Moderate influence	6 %	2 %	6 %	5 %	14 %
Strong influence	10 %	7 %	14 %	10 %	14 %
Other:	79 %	84 %	76 %	85 %	71 %
Total in group:	468*	45*	78*	62*	7*

V0070 Reenlist factor(s) - Retirement benefits

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	2 %	2 %	1 %	0 %	0 %
Moderate influence	8 %	2 %	14 %	5 %	0 %
Strong influence	35 %	29 %	29 %	47 %	43 %
Other:	55 %	67 %	55 %	48 %	57 %
Total in group:	468*	45*	78*	62*	7*

V0071 Reenlist factor(s) - Military related education/training opportunities

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	3 %	4 %	4 %	2 %	0 %
Moderate influence	13 %	18 %	14 %	19 %	29 %
Strong influence	14 %	9 %	15 %	13 %	0 %
Other:	70 %	69 %	67 %	66 %	71 %
Total in group:	468*	45*	78*	62*	7*

V0072 Reenlist factor(s) - Off-duty education and training opportunities

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	3 %	2 %	3 %	2 %	0 %
Moderate influence	13 %	13 %	9 %	21 %	0 %
Strong influence	22 %	18 %	17 %	29 %	0 %
Other:	63 %	67 %	72 %	48 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0073 Reenlist factor(s) - Medical or dental care for AD member

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	3 %	9 %	3 %	3 %	0 %
Moderate influence	11 %	7 %	8 %	15 %	14 %
Strong influence	21 %	13 %	19 %	21 %	29 %
Other:	65 %	71 %	71 %	61 %	57 %
Total in group:	468*	45*	78*	62*	7*

V0074 Reenlist factor(s) - Medical care or dental care for family members

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	2 %	11 %	0 %	2 %	0 %
Moderate influence	9 %	4 %	6 %	10 %	0 %
Strong influence	22 %	9 %	24 %	27 %	43 %
Other:	67 %	76 %	69 %	61 %	57 %
Total in group:	468*	45*	78*	62*	7*

V0075 Reenlist factor(s) - Base housing

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	2 %	2 %	0 %	3 %	0 %
Moderate influence	4 %	2 %	6 %	8 %	0 %
Strong influence	4 %	4 %	0 %	8 %	0 %
Other:	89 %	91 %	94 %	81 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0076 Reenlist factor(s) - Base services

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	4 %	2 %	3 %	5 %	0 %
Moderate influence	6 %	4 %	4 %	15 %	0 %
Strong influence	4 %	2 %	1 %	6 %	0 %
Other:	86 %	91 %	92 %	74 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0077 Reenlist factor(s) - Childcare needs

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	2 %	1 %	3 %	0 %
Moderate influence	3 %	0 %	0 %	5 %	0 %
Strong influence	7 %	11 %	12 %	8 %	29 %
Other:	89 %	87 %	87 %	84 %	71 %
Total in group:	468*	45*	78*	62*	7*

V0078 Reenlist factor(s) - Spouse's career

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	2 %	0 %	2 %	0 %
Moderate influence	3 %	2 %	4 %	2 %	29 %
Strong influence	9 %	9 %	8 %	11 %	0 %
Other:	87 %	87 %	88 %	85 %	71 %
Total in group:	468*	45*	78*	62*	7*

V0079 Reenlist factor(s) - Civilian job opportunities

	ALL				
	5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages	gp0001	gp0042	gp0043	gp0045	gp0047
Slight influence	2 %	2 %	3 %	0 %	0 %
Moderate influence	3 %	4 %	3 %	6 %	0 %
Strong influence	6 %	4 %	5 %	5 %	0 %
Other:	89 %	89 %	90 %	89 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0080 Reenlist factor(s) - Equal employment opportunities

	ALL				
	5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages	gp0001	gp0042	gp0043	gp0045	gp0047
Slight influence	1 %	2 %	0 %	0 %	0 %
Moderate influence	2 %	2 %	3 %	2 %	0 %
Strong influence	4 %	2 %	1 %	6 %	0 %
Other:	93 %	93 %	96 %	92 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0081 Reenlist factor(s) - Number of PCS moves

	ALL				
	5J0X1	USAFE	AETC	PACAF	AFSOC
Interval Percentages	gp0001	gp0042	gp0043	gp0045	gp0047
Slight influence	1 %	0 %	1 %	2 %	14 %
Moderate influence	6 %	7 %	8 %	5 %	0 %
Strong influence	3 %	4 %	3 %	3 %	0 %
Other:	89 %	89 %	88 %	90 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0082 Reenlist factor(s) - Location of present assignment

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	2 %	4 %	1 %	2 %	0 %
Moderate influence	5 %	4 %	3 %	2 %	0 %
Strong influence	14 %	20 %	6 %	15 %	14 %
Other:	79 %	71 %	90 %	82 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0083 Reenlist factor(s) - Number/duration of TDYs or deployments

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	0 %	0 %	0 %	0 %
Moderate influence	4 %	7 %	6 %	2 %	0 %
Strong influence	6 %	4 %	3 %	6 %	29 %
Other:	90 %	89 %	91 %	92 %	71 %
Total in group:	468*	45*	78*	62*	7*

V0084 Reenlist factor(s) - Work schedule

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	4 %	11 %	5 %	3 %	29 %
Moderate influence	8 %	4 %	5 %	13 %	14 %
Strong influence	10 %	9 %	10 %	10 %	14 %
Other:	78 %	76 %	79 %	74 %	43 %
Total in group:	468*	45*	78*	62*	7*

V0085 Reenlist factor(s) - Additional duties

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	3 %	4 %	4 %	0 %	14 %
Moderate influence	2 %	0 %	0 %	2 %	0 %
Strong influence	2 %	2 %	1 %	3 %	0 %
Other:	94 %	93 %	95 %	95 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0086 Reenlist factor(s) - Job security

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	3 %	7 %	1 %	2 %	0 %
Moderate influence	7 %	13 %	8 %	5 %	0 %
Strong influence	32 %	22 %	23 %	42 %	29 %
Other:	58 %	58 %	68 %	52 %	71 %
Total in group:	468*	45*	78*	62*	7*

V0087 Reenlist factor(s) - Enlisted evaluation system

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	2 %	2 %	3 %	0 %	0 %
Moderate influence	1 %	0 %	1 %	0 %	0 %
Strong influence	4 %	4 %	1 %	3 %	0 %
Other:	93 %	93 %	95 %	97 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0088 Reenlist factor(s) - Promotion opportunities

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	2 %	2 %	3 %	0 %	14 %
Moderate influence	6 %	4 %	8 %	6 %	0 %
Strong influence	15 %	16 %	15 %	15 %	14 %
Other:	77 %	78 %	74 %	79 %	71 %
Total in group:	468*	45*	78*	62*	7*

V0089 Reenlist factor(s) - Training/experience of unit personnel

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	2 %	2 %	0 %	0 %	0 %
Moderate influence	4 %	2 %	5 %	5 %	0 %
Strong influence	5 %	7 %	3 %	8 %	0 %
Other:	89 %	89 %	92 %	87 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0090 Reenlist factor(s) - Unit manning

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	2 %	0 %	2 %	0 %
Moderate influence	2 %	2 %	4 %	2 %	0 %
Strong influence	3 %	7 %	4 %	2 %	14 %
Other:	93 %	89 %	92 %	95 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0091 Reenlist factor(s) - Unit resources

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	2 %	1 %	2 %	0 %
Moderate influence	1 %	0 %	1 %	0 %	14 %
Strong influence	2 %	2 %	3 %	3 %	0 %
Other:	96 %	96 %	95 %	95 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0092 Reenlist factor(s) - Unit readiness

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	0 %	2 %	0 %	0 %	0 %
Moderate influence	1 %	0 %	1 %	0 %	0 %
Strong influence	1 %	0 %	0 %	5 %	0 %
Other:	98 %	98 %	99 %	95 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0093 Reenlist factor(s) - Recognition of efforts

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	3 %	4 %	5 %	5 %	0 %
Moderate influence	6 %	2 %	10 %	5 %	0 %
Strong influence	9 %	9 %	5 %	10 %	14 %
Other:	82 %	84 %	79 %	81 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0094 Reenlist factor(s) - Esprit de corps/morale

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	4 %	7 %	1 %	8 %	0 %
Moderate influence	8 %	2 %	9 %	13 %	14 %
Strong influence	16 %	13 %	19 %	16 %	14 %
Other:	72 %	78 %	71 %	63 %	71 %
Total in group:	468*	45*	78*	62*	7*

V0095 Reenlist factor(s) - Leadership of immediate supervisor

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	2 %	7 %	1 %	2 %	0 %
Moderate influence	5 %	7 %	3 %	3 %	0 %
Strong influence	10 %	9 %	8 %	11 %	0 %
Other:	83 %	78 %	88 %	84 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0096 Reenlist factor(s) - Leadership at unit level

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Slight influence	1 %	2 %	0 %	0 %	0 %
Moderate influence	4 %	4 %	3 %	6 %	0 %
Strong influence	6 %	2 %	8 %	6 %	14 %
Other:	89 %	91 %	90 %	87 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0097 Reenlist factor(s) - Senior Air Force leadership

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Slight influence	1 %	2 %	0 %	2 %	0 %
Moderate influence	2 %	0 %	3 %	2 %	0 %
Strong influence	6 %	2 %	14 %	3 %	14 %
Other:	91 %	96 %	83 %	94 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0098 Deployments completed in support of contingencies/exercises past 12 months

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
None	92 %	87 %	99 %	95 %	100 %
1 deployment	6 %	11 %	1 %	5 %	0 %
2 deployments	1 %	0 %	0 %	0 %	0 %
3 deployments	1 %	2 %	0 %	0 %	0 %
4 deployments	0 %	0 %	0 %	0 %	0 %
5 deployments	0 %	0 %	0 %	0 %	0 %
6 deployments or more	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0099 Days spent TDY in support of contingencies/exercises past 12 months

Interval Percentages	ALL				
	5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
30 days or less	2 %	2 %	0 %	0 %	0 %
31 - 59 days	2 %	4 %	1 %	2 %	0 %
60 - 89 days	1 %	0 %	0 %	3 %	0 %
90 - 119 days	2 %	4 %	0 %	0 %	0 %
120 - 149 days	1 %	2 %	0 %	0 %	0 %
150 - 179 days	0 %	0 %	0 %	0 %	0 %
180 days or more	0 %	0 %	0 %	0 %	0 %
Other:	92 %	87 %	99 %	95 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0100 Job title

Interval Percentages	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Adverse Actions Paralegal	6 %	11 %	8 %	6 %	0 %
Asst Chief, Court Administrator	0 %	0 %	0 %	0 %	0 %
Assistant Court Administrator	0 %	0 %	1 %	0 %	0 %
NCOIC, Adverse Actions	3 %	2 %	5 %	5 %	14 %
Asst NCOIC, Adverse Actions	1 %	0 %	1 %	2 %	0 %
Asst NCOIC, Civil Law	2 %	0 %	0 %	6 %	0 %
Asst NCOIC, Claims	4 %	2 %	4 %	2 %	0 %
Asst NCOIC, Military Justice	5 %	4 %	5 %	5 %	14 %
Chief, Court Administrator	1 %	0 %	0 %	0 %	0 %
Circuit Court Administrator	1 %	0 %	0 %	0 %	0 %
Civil Law Paralegal	3 %	2 %	0 %	0 %	0 %
Claims Paralegal	13 %	16 %	17 %	11 %	14 %
Command Paralegal Manager	1 %	0 %	0 %	0 %	14 %
Computer Administrator	0 %	0 %	0 %	0 %	0 %
Defense Paralegal	7 %	0 %	3 %	0 %	0 %
Hospital Recovery Paralegal	0 %	0 %	0 %	0 %	0 %
Instructor	1 %	0 %	8 %	0 %	0 %
Instructor Supervisor	0 %	0 %	3 %	0 %	0 %
Law Office Manager	14 %	22 %	13 %	8 %	14 %
Law Office Superintendent	2 %	0 %	4 %	3 %	0 %
Magistrate Court Paralegal	0 %	0 %	0 %	0 %	0 %
Military Justice Paralegal	7 %	7 %	8 %	11 %	0 %
NCOIC, Civil Law	5 %	4 %	3 %	11 %	0 %
NCOIC, Claims	7 %	7 %	10 %	8 %	14 %
NCOIC, General Law	1 %	0 %	0 %	2 %	0 %
NCOIC, Internat'l/Operation Law	2 %	13 %	0 %	5 %	0 %
NCOIC, Legal Assistance	0 %	0 %	0 %	0 %	0 %
NCOIC, Military Justice	9 %	7 %	6 %	11 %	14 %
Tort Claims Examiner	1 %	0 %	1 %	0 %	0 %
Other	4 %	2 %	1 %	3 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0101 Specialized legal area which best describes where you spend most time

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Adverse Actions	5 %	2 %	6 %	15 %	14 %
Circuit Office	1 %	0 %	0 %	0 %	0 %
Civil Law	6 %	4 %	1 %	8 %	0 %
Claims	24 %	20 %	31 %	21 %	29 %
Contract Law	0 %	0 %	0 %	0 %	0 %
Defense Paralegal	6 %	0 %	3 %	0 %	0 %
Environmental Law	0 %	0 %	0 %	0 %	0 %
Hospital Recovery	0 %	0 %	1 %	2 %	0 %
International/Operational Law	2 %	9 %	0 %	3 %	0 %
Labor Law	0 %	0 %	0 %	0 %	0 %
Law Office Management	16 %	24 %	14 %	10 %	29 %
Legal Assistance	2 %	4 %	0 %	3 %	0 %
Military Justice	26 %	24 %	26 %	29 %	29 %
The JAG School	2 %	2 %	12 %	0 %	0 %
Other	9 %	9 %	6 %	10 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0102 Are you currently in upgrade training

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	34 %	27 %	44 %	21 %	14 %
No	66 %	73 %	56 %	79 %	86 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0103 Spec legal area recd trng past 12 mths-Adverse Actions

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	20 %	13 %	19 %	24 %	29 %
Other:	80 %	87 %	81 %	76 %	71 %
Total in group:	468*	45*	78*	62*	7*

V0104 Spec legal area recd trng past 12 mths-Circuit Office

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	1 %	0 %	0 %	0 %	0 %
Other:	99 %	100 %	100 %	100 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0105 Spec legal area recd trng past 12 mths-Civil Law

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	26 %	7 %	21 %	34 %	14 %
Other:	74 %	93 %	79 %	66 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0106 Spec legal area recd trng past 12 mths-Claims

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	35 %	24 %	32 %	31 %	43 %
Other:	65 %	76 %	68 %	69 %	57 %
Total in group:	468*	45*	78*	62*	7*

V0107 Spec legal area recd trng past 12 mths-Contract Law

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	3 %	0 %	0 %	2 %	14 %
Other:	97 %	100 %	100 %	98 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0108 Spec legal area recd trng past 12 mths-Defense Paralegal

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	4 %	7 %	1 %	3 %	14 %
Other:	96 %	93 %	99 %	97 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0109 Spec legal area recd trng past 12 mths-Environmental Law

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	3 %	0 %	0 %	3 %	14 %
Other:	97 %	100 %	100 %	97 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0110 Spec legal area recd trng past 12 mths-Hospital Recovery

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	10 %	4 %	4 %	10 %	14 %
Other:	90 %	96 %	96 %	90 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0111 Spec legal area recd trng past 12 mths-International and Operational Law

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	10 %	7 %	0 %	16 %	14 %
Other:	90 %	93 %	100 %	84 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0112 Spec legal area recd trng past 12 mths-Labor Law

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	3 %	0 %	0 %	2 %	0 %
Other:	97 %	100 %	100 %	98 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0113 Spec legal area recd trng past 12 mths-Law Office Management

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	14 %	16 %	8 %	10 %	14 %
Other:	86 %	84 %	92 %	90 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0114 Spec legal area recd trng past 12 mths-Legal Assistance

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	20 %	16 %	18 %	18 %	14 %
Other:	80 %	84 %	82 %	82 %	86 %
Total in group:	468*	45*	78*	62*	7*

V0115 Spec legal area recd trng past 12 mths-Military Justice

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	37 %	33 %	32 %	34 %	43 %
Other:	63 %	67 %	68 %	66 %	57 %
Total in group:	468*	45*	78*	62*	7*

V0116 Spec legal area recd trng past 12 mths-The Judge Advocate Gen (TJAG) Sch

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	15 %	16 %	15 %	13 %	29 %
Other:	85 %	84 %	85 %	87 %	71 %
Total in group:	468*	45*	78*	62*	7*

V0117 Spec legal area recd trng past 12 mths-Other

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Yes	15 %	16 %	14 %	11 %	0 %
Other:	85 %	84 %	86 %	89 %	100 %
Total in group:	468*	45*	78*	62*	7*

V0118 Number of hours per week, on average, spend working in excess of 40 hours

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
5 hours per week or less	39 %	33 %	29 %	44 %	29 %
6 - 10 hours per week	40 %	53 %	44 %	39 %	43 %
11 - 15 hours per week	15 %	11 %	19 %	16 %	0 %
16 - 20 hours per week	4 %	0 %	3 %	2 %	14 %
21 - 25 hours per week	2 %	0 %	4 %	0 %	0 %
26 hours per week or more	1 %	2 %	1 %	0 %	14 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

V0119 Do you prefer to complete surveys on a computer, or by paper-and-pencil

	ALL 5J0X1 gp0001	USAFE gp0042	AETC gp0043	PACAF gp0045	AFSOC gp0047
Interval Percentages					
Computer	68 %	56 %	64 %	65 %	71 %
Booklet	13 %	22 %	9 %	16 %	0 %
No preference	20 %	22 %	27 %	19 %	29 %

Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	468*	45*	78*	62*	7*

Paralegal
Reported AFSC(s): 5J0X1

----- Variable/Group Distributions -----

The percent of reported group members who responded to background questions are presented under the column headings for the appropriate group. The displayed data summarizes information about the people in each group.

Reports on the following groups were requested:

gp0048: All DAFSC 5J0X1 AD Amn in ACC	(n = 77)
gp0049: All DAFSC 5J0X1 AD Amn in AMC	(n = 53)
gp0050: All DAFSC 5J0X1 AD Amn in AFMC	(n = 42)
gp0051: All DAFSC 5J0X1 AD Amn in AFSPC	(n = 33)
gp0052: All DAFSC 5J0X1 AD Amn in AFLSA	(n = 57)

C0007 Number of valid task responses

	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Interval Percentages					
Mean in range:	106.17	120.72	106.86	110.88	70.28
S.D. in range:	53.26	58.17	65.51	60.41	45.11

V0005 Enlisted Grade

	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Interval Percentages					
AB (E-1)	0 %	0 %	0 %	0 %	0 %
AMN (E-2)	0 %	0 %	0 %	0 %	0 %
A1C (E-3)	0 %	0 %	0 %	3 %	0 %
Sra/Sgt (E-4)	5 %	8 %	5 %	3 %	4 %
SSgt (E-5)	47 %	45 %	31 %	52 %	58 %
TSgt (E-6)	26 %	28 %	38 %	18 %	25 %
MSgt (E-7)	17 %	13 %	21 %	21 %	12 %
SMSgt (E-8)	4 %	6 %	5 %	0 %	2 %
CMSgt (E-9)	1 %	0 %	0 %	3 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*
Mean in range:	5.71	5.64	5.90	5.64	5.51
S.D. in range:	1.02	.99	.95	1.12	.82

V0009 Number supervised

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
0	64 %	49 %	60 %	52 %	81 %
1	5 %	15 %	10 %	21 %	12 %
2	12 %	11 %	7 %	6 %	4 %
3	8 %	2 %	5 %	3 %	2 %
4	3 %	9 %	2 %	0 %	0 %
5	0 %	2 %	2 %	6 %	2 %
6	3 %	0 %	0 %	6 %	0 %
7	1 %	2 %	7 %	3 %	0 %
8	0 %	4 %	2 %	0 %	0 %
9	0 %	2 %	0 %	0 %	0 %
10	1 %	4 %	5 %	0 %	0 %
11	0 %	0 %	0 %	0 %	0 %
12	1 %	0 %	0 %	0 %	0 %
13	1 %	0 %	0 %	0 %	0 %
14	0 %	0 %	0 %	0 %	0 %
15	0 %	0 %	0 %	3 %	0 %
16	0 %	0 %	0 %	0 %	0 %
17	0 %	0 %	0 %	0 %	0 %
18	0 %	0 %	0 %	0 %	0 %
19	0 %	0 %	0 %	0 %	0 %
20	0 %	0 %	0 %	0 %	0 %
21	0 %	0 %	0 %	0 %	0 %
22	0 %	0 %	0 %	0 %	0 %
23	0 %	0 %	0 %	0 %	0 %
24	0 %	0 %	0 %	0 %	0 %
25	0 %	0 %	0 %	0 %	0 %
26	0 %	0 %	0 %	0 %	0 %
27	0 %	0 %	0 %	0 %	0 %
28	1 %	0 %	0 %	0 %	0 %
29	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*
Mean in range:	1.69	1.89	1.76	1.76	.33
S.D. in range:	3.99	2.80	2.91	3.10	.87

V0010 Time in present job

Interval Percentages		ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
1	12	49 %	45 %	36 %	45 %	53 %
13	24	26 %	28 %	31 %	39 %	33 %
25	36	10 %	15 %	17 %	12 %	11 %
37	48	8 %	6 %	5 %	3 %	4 %
49	96	5 %	6 %	7 %	0 %	0 %
97	144	1 %	0 %	2 %	0 %	0 %
145	192	0 %	0 %	2 %	0 %	0 %
193	240	0 %	0 %	0 %	0 %	0 %
241	288	0 %	0 %	0 %	0 %	0 %
289	318	0 %	0 %	0 %	0 %	0 %
Other:		0 %	0 %	0 %	0 %	0 %
Total in group:		77*	53*	42*	33*	57*
Mean in range:		19.57	18.43	26.90	14.18	14.28
S.D. in range:		20.13	15.60	33.91	10.13	9.00

V0011 Total time in career field (TICF)

Interval Percentages		ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
1	12	10 %	9 %	10 %	12 %	2 %
13	24	17 %	19 %	10 %	9 %	5 %
25	36	10 %	8 %	12 %	21 %	5 %
37	48	10 %	11 %	5 %	15 %	9 %
49	96	27 %	23 %	31 %	15 %	47 %
97	144	10 %	15 %	12 %	6 %	18 %
145	192	3 %	8 %	17 %	6 %	11 %
193	240	8 %	2 %	5 %	15 %	4 %
241	272	3 %	6 %	0 %	0 %	0 %
Other:		1 %	0 %	0 %	0 %	0 %
Total in group:		77*	53*	42*	33*	57*
Mean in range:		70.87	76.72	81.95	74.88	86.47
S.D. in range:		63.36	68.65	60.01	71.03	48.14

V0012 Time in utilization field

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
1 12	0 %	0 %	0 %	0 %	0 %
13 24	0 %	0 %	0 %	0 %	0 %
25 36	0 %	0 %	0 %	0 %	0 %
37 48	0 %	0 %	0 %	0 %	0 %
Other:	100 %	100 %	100 %	100 %	100 %
Total in group:	77*	53*	42*	33*	57*
Mean in range:	.00	.00	.00	.00	.00
S.D. in range:	.00	.00	.00	.00	.00

V0014 Total Active Federal Military Service (TAFMS)

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
1 12	0 %	0 %	0 %	0 %	0 %
13 24	0 %	0 %	0 %	0 %	0 %
25 36	0 %	0 %	0 %	0 %	0 %
37 48	3 %	4 %	0 %	3 %	0 %
49 96	12 %	21 %	7 %	18 %	14 %
97 144	31 %	25 %	19 %	27 %	28 %
145 192	23 %	17 %	24 %	24 %	28 %
193 240	17 %	15 %	36 %	15 %	23 %
241 288	13 %	19 %	10 %	12 %	7 %
289 318	1 %	0 %	5 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*
Mean in range:	161.39	157.79	183.21	153.91	160.07
S.D. in range:	63.15	67.95	58.50	68.16	54.63

V0023 Enlisted Duty AFSC prefix

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
T	0 %	0 %	0 %	0 %	0 %
Other:	100 %	100 %	100 %	100 %	100 %
Total in group:	77*	53*	42*	33*	57*

V0024 Enlisted Duty AFSC with suffix

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
5J000	1 %	0 %	0 %	3 %	0 %
5J031	12 %	9 %	2 %	18 %	0 %
5J051	52 %	47 %	43 %	52 %	70 %
5J071	30 %	40 %	45 %	24 %	26 %
5J091	5 %	4 %	10 %	3 %	4 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0029 MAJCOM or operating agency

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
USAFA	0 %	0 %	0 %	0 %	0 %
AETC	0 %	0 %	0 %	0 %	0 %
PACAF	0 %	0 %	0 %	0 %	0 %
AFSOC	0 %	0 %	0 %	0 %	0 %
AMC	0 %	100 %	0 %	0 %	0 %
AFSPC	0 %	0 %	0 %	100 %	0 %
ANG	0 %	0 %	0 %	0 %	0 %
PACOM	0 %	0 %	0 %	0 %	0 %
USAFE	0 %	0 %	0 %	0 %	0 %
AFRC	0 %	0 %	0 %	0 %	0 %
AIA	0 %	0 %	0 %	0 %	0 %
ACC	100 %	0 %	0 %	0 %	0 %
AFMC	0 %	0 %	100 %	0 %	0 %
AFLSA	0 %	0 %	0 %	0 %	100 %
CENTCOM	0 %	0 %	0 %	0 %	0 %
USSTRATCOM	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0030 Assigned to base/installation outside continental U.S.

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	8 %	8 %	7 %	3 %	21 %
No	92 %	92 %	93 %	97 %	79 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0031 How do you find your job

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Dull	3 %	0 %	17 %	12 %	7 %
So-So	4 %	17 %	7 %	3 %	5 %
Interesting	94 %	83 %	76 %	85 %	88 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0032 How does your job utilize your talents

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
None to very little	5 %	4 %	19 %	12 %	11 %
Fairly to very well	66 %	64 %	62 %	55 %	58 %
Excellent to perfect	29 %	32 %	19 %	33 %	32 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0033 How does your job utilize your training

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
None to very little	5 %	0 %	12 %	12 %	19 %
Fairly to very well	62 %	60 %	67 %	58 %	47 %
Excellent to perfect	33 %	40 %	21 %	30 %	33 %

Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0034 How satisfied with sense of accomplishment from work

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Dissatisfied	8 %	8 %	21 %	15 %	7 %
Neutral	5 %	8 %	14 %	6 %	4 %
Satisfied	87 %	85 %	64 %	79 %	89 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0035 Do you plan to reenlist at end of current enlistment

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Will retire	17 %	19 %	33 %	15 %	18 %
No or probably no	26 %	25 %	12 %	15 %	18 %
Yes or probably yes	57 %	57 %	55 %	70 %	65 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0036 Separate factor(s) - Military lifestyle

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	4 %	2 %	2 %	0 %	2 %
Moderate influence	3 %	8 %	0 %	3 %	4 %
Strong influence	4 %	2 %	2 %	3 %	4 %
Other:	90 %	89 %	95 %	94 %	91 %
Total in group:	77*	53*	42*	33*	57*

V0037 Separate factor(s) - Pay and allowances

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	2 %	5 %	0 %	0 %
Moderate influence	5 %	8 %	0 %	3 %	4 %
Strong influence	6 %	6 %	5 %	3 %	4 %
Other:	88 %	85 %	90 %	94 %	93 %
Total in group:	77*	53*	42*	33*	57*

V0038 Separate factor(s) - Bonus or special pay

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	2 %	0 %	3 %	2 %
Moderate influence	0 %	2 %	0 %	0 %	4 %
Strong influence	4 %	4 %	2 %	3 %	2 %
Other:	95 %	92 %	98 %	94 %	93 %
Total in group:	77*	53*	42*	33*	57*

V0039 Separate factor(s) - Retirement benefits

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	0 %	0 %	0 %	0 %
Moderate influence	1 %	4 %	0 %	3 %	0 %
Strong influence	1 %	0 %	2 %	0 %	4 %
Other:	97 %	96 %	98 %	97 %	96 %
Total in group:	77*	53*	42*	33*	57*

V0040 Separate factor(s) - Military related education/training opportunities

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	2 %	2 %	0 %	0 %
Moderate influence	0 %	0 %	0 %	0 %	0 %
Strong influence	3 %	0 %	0 %	3 %	2 %
Other:	95 %	98 %	98 %	97 %	98 %
Total in group:	77*	53*	42*	33*	57*

V0041 Separate factor(s) - Off-duty education and training opportunities

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	6 %	2 %	0 %	0 %
Moderate influence	0 %	4 %	0 %	0 %	0 %
Strong influence	8 %	2 %	0 %	0 %	4 %
Other:	91 %	89 %	98 %	100 %	96 %
Total in group:	77*	53*	42*	33*	57*

V0042 Separate factor(s) - Medical or dental care for AD member

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	2 %	2 %	3 %	0 %
Moderate influence	1 %	6 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	0 %	2 %
Other:	97 %	92 %	98 %	97 %	98 %
Total in group:	77*	53*	42*	33*	57*

V0043 Separate factor(s) - Medical care or dental care for family members

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	0 %	0 %	3 %	0 %
Moderate influence	1 %	2 %	0 %	3 %	0 %
Strong influence	3 %	4 %	0 %	0 %	2 %
Other:	96 %	94 %	100 %	94 %	98 %
Total in group:	77*	53*	42*	33*	57*

V0044 Separate factor(s) - Base housing

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	0 %	0 %	3 %	2 %
Moderate influence	1 %	0 %	0 %	0 %	0 %
Strong influence	0 %	2 %	2 %	0 %	4 %
Other:	97 %	98 %	98 %	97 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0045 Separate factor(s) - Base services

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	0 %	0 %	3 %	0 %
Moderate influence	0 %	0 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	3 %	0 %
Other:	99 %	100 %	100 %	94 %	100 %
Total in group:	77*	53*	42*	33*	57*

V0046 Separate factor(s) - Childcare needs

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	0 %	0 %	3 %	0 %
Moderate influence	1 %	0 %	0 %	0 %	0 %
Strong influence	3 %	9 %	2 %	3 %	5 %
Other:	96 %	91 %	98 %	94 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0047 Separate factor(s) - Spouse's career

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	0 %	2 %	0 %	4 %
Moderate influence	1 %	4 %	0 %	3 %	0 %
Strong influence	1 %	4 %	5 %	6 %	4 %
Other:	96 %	92 %	93 %	91 %	93 %
Total in group:	77*	53*	42*	33*	57*

V0048 Separate factor(s) - Civilian job opportunities

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	0 %	0 %	0 %	2 %
Moderate influence	3 %	6 %	2 %	3 %	2 %
Strong influence	8 %	6 %	0 %	6 %	0 %
Other:	90 %	89 %	98 %	91 %	96 %
Total in group:	77*	53*	42*	33*	57*

V0049 Separate factor(s) - Equal employment opportunities

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	0 %	2 %	0 %	0 %
Moderate influence	0 %	2 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	3 %	0 %
Other:	100 %	98 %	98 %	97 %	100 %
Total in group:	77*	53*	42*	33*	57*

V0050 Separate factor(s) - Number of PCS moves

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	0 %	0 %	0 %	2 %
Moderate influence	1 %	2 %	2 %	0 %	0 %
Strong influence	4 %	0 %	5 %	3 %	4 %
Other:	95 %	98 %	93 %	97 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0051 Separate factor(s) - Location of present assignment

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	0 %	5 %	0 %	0 %
Moderate influence	5 %	0 %	0 %	0 %	4 %
Strong influence	8 %	2 %	0 %	9 %	4 %
Other:	87 %	98 %	95 %	91 %	93 %
Total in group:	77*	53*	42*	33*	57*

V0052 Separate factor(s) - Number/duration of TDYs or deployments

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	2 %	0 %	0 %	0 %
Moderate influence	4 %	4 %	0 %	0 %	0 %
Strong influence	3 %	0 %	5 %	3 %	2 %
Other:	94 %	94 %	95 %	97 %	98 %
Total in group:	77*	53*	42*	33*	57*

V0053 Separate factor(s) - Work schedule

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	2 %	0 %	0 %	0 %
Moderate influence	1 %	2 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	3 %	2 %
Other:	97 %	96 %	100 %	97 %	98 %
Total in group:	77*	53*	42*	33*	57*

V0054 Separate factor(s) - Additional duties

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	0 %	2 %	0 %	0 %
Moderate influence	3 %	2 %	2 %	3 %	2 %
Strong influence	0 %	0 %	0 %	3 %	2 %
Other:	96 %	98 %	95 %	94 %	96 %
Total in group:	77*	53*	42*	33*	57*

V0055 Separate factor(s) - Job security

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	0 %	0 %	0 %	0 %
Moderate influence	1 %	0 %	0 %	0 %	0 %
Strong influence	1 %	0 %	0 %	3 %	0 %
Other:	96 %	100 %	100 %	97 %	100 %
Total in group:	77*	53*	42*	33*	57*

V0056 Separate factor(s) - Enlisted evaluation system

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	0 %	0 %	0 %	0 %
Moderate influence	3 %	4 %	2 %	3 %	0 %
Strong influence	3 %	4 %	2 %	3 %	5 %
Other:	94 %	92 %	95 %	94 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0057 Separate factor(s) - Promotion opportunities

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	0 %	2 %	0 %	0 %
Moderate influence	3 %	0 %	5 %	0 %	4 %
Strong influence	1 %	4 %	2 %	6 %	7 %
Other:	94 %	96 %	90 %	94 %	89 %
Total in group:	77*	53*	42*	33*	57*

V0058 Separate factor(s) - Training/experience of unit personnel

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	4 %	0 %	0 %	0 %	0 %
Moderate influence	0 %	0 %	0 %	3 %	2 %
Strong influence	1 %	2 %	0 %	3 %	0 %
Other:	95 %	98 %	100 %	94 %	98 %
Total in group:	77*	53*	42*	33*	57*

V0059 Separate factor(s) - Unit manning

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	0 %	2 %	3 %	0 %
Moderate influence	4 %	2 %	0 %	3 %	4 %
Strong influence	1 %	6 %	0 %	3 %	2 %
Other:	95 %	92 %	98 %	91 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0060 Separate factor(s) - Unit resources

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	0 %	2 %	0 %	0 %
Moderate influence	1 %	4 %	0 %	3 %	2 %
Strong influence	0 %	2 %	0 %	3 %	0 %
Other:	97 %	94 %	98 %	94 %	98 %
Total in group:	77*	53*	42*	33*	57*

V0061 Separate factor(s) - Unit readiness

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	0 %	0 %	0 %	0 %
Moderate influence	3 %	0 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	3 %	0 %
Other:	97 %	100 %	100 %	97 %	100 %
Total in group:	77*	53*	42*	33*	57*

V0062 Separate factor(s) - Recognition of efforts

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	4 %	2 %	5 %	3 %	0 %
Moderate influence	1 %	0 %	0 %	0 %	7 %
Strong influence	4 %	2 %	0 %	9 %	5 %
Other:	91 %	96 %	95 %	88 %	88 %
Total in group:	77*	53*	42*	33*	57*

V0063 Separate factor(s) - Esprit de corps/morale

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	2 %	2 %	3 %	0 %
Moderate influence	5 %	0 %	0 %	0 %	2 %
Strong influence	9 %	4 %	0 %	9 %	4 %
Other:	86 %	94 %	98 %	88 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0064 Separate factor(s) - Leadership of immediate supervisor

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	4 %	0 %	0 %	0 %	0 %
Moderate influence	0 %	0 %	0 %	0 %	2 %
Strong influence	3 %	4 %	2 %	9 %	2 %
Other:	94 %	96 %	98 %	91 %	96 %
Total in group:	77*	53*	42*	33*	57*

V0065 Separate factor(s) - Leadership at unit level

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	0 %	0 %	0 %	0 %
Moderate influence	3 %	0 %	0 %	0 %	2 %
Strong influence	3 %	4 %	0 %	6 %	4 %
Other:	94 %	96 %	100 %	94 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0066 Separate factor(s) - Senior Air Force leadership

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	0 %	2 %	0 %	0 %
Moderate influence	0 %	2 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	3 %	5 %
Other:	100 %	98 %	98 %	97 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0067 Reenlist factor(s) - Military lifestyle

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	4 %	13 %	5 %	12 %	0 %
Moderate influence	17 %	15 %	5 %	12 %	14 %
Strong influence	16 %	13 %	24 %	18 %	21 %
Other:	64 %	58 %	67 %	58 %	65 %
Total in group:	77*	53*	42*	33*	57*

V0068 Reenlist factor(s) - Pay and allowances

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	5 %	4 %	5 %	3 %	2 %
Moderate influence	16 %	17 %	7 %	3 %	11 %
Strong influence	25 %	25 %	17 %	27 %	28 %
Other:	55 %	55 %	71 %	67 %	60 %
Total in group:	77*	53*	42*	33*	57*

V0069 Reenlist factor(s) - Bonus or special pay

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	9 %	8 %	2 %	3 %	4 %
Moderate influence	9 %	8 %	7 %	3 %	4 %
Strong influence	5 %	11 %	2 %	15 %	16 %
Other:	77 %	74 %	88 %	79 %	77 %
Total in group:	77*	53*	42*	33*	57*

V0070 Reenlist factor(s) - Retirement benefits

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	5 %	2 %	2 %	3 %	2 %
Moderate influence	13 %	11 %	2 %	3 %	4 %
Strong influence	31 %	26 %	33 %	39 %	44 %
Other:	51 %	60 %	62 %	55 %	51 %
Total in group:	77*	53*	42*	33*	57*

V0071 Reenlist factor(s) - Military related education/training opportunities

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	4 %	2 %	2 %	6 %	4 %
Moderate influence	16 %	8 %	12 %	3 %	12 %
Strong influence	13 %	11 %	7 %	18 %	21 %
Other:	68 %	79 %	79 %	73 %	63 %
Total in group:	77*	53*	42*	33*	57*

V0072 Reenlist factor(s) - Off-duty education and training opportunities

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	6 %	4 %	2 %	0 %	2 %
Moderate influence	16 %	17 %	10 %	9 %	7 %
Strong influence	23 %	15 %	21 %	30 %	25 %
Other:	55 %	64 %	67 %	61 %	67 %
Total in group:	77*	53*	42*	33*	57*

V0073 Reenlist factor(s) - Medical or dental care for AD member

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	4 %	2 %	3 %	2 %
Moderate influence	13 %	9 %	7 %	6 %	14 %
Strong influence	16 %	23 %	24 %	27 %	28 %
Other:	69 %	64 %	67 %	64 %	56 %
Total in group:	77*	53*	42*	33*	57*

V0074 Reenlist factor(s) - Medical care or dental care for family members

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	0 %	2 %	0 %	2 %
Moderate influence	12 %	8 %	5 %	6 %	12 %
Strong influence	19 %	26 %	24 %	18 %	26 %
Other:	66 %	66 %	69 %	76 %	60 %
Total in group:	77*	53*	42*	33*	57*

V0075 Reenlist factor(s) - Base housing

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	2 %	5 %	0 %	4 %
Moderate influence	4 %	2 %	2 %	6 %	2 %
Strong influence	5 %	8 %	0 %	3 %	5 %
Other:	88 %	89 %	93 %	91 %	89 %
Total in group:	77*	53*	42*	33*	57*

V0076 Reenlist factor(s) - Base services

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	4 %	6 %	2 %	9 %	2 %
Moderate influence	5 %	2 %	7 %	6 %	7 %
Strong influence	4 %	2 %	2 %	9 %	7 %
Other:	87 %	91 %	88 %	76 %	84 %
Total in group:	77*	53*	42*	33*	57*

V0077 Reenlist factor(s) - Childcare needs

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	0 %	2 %	0 %	0 %
Moderate influence	5 %	0 %	5 %	6 %	7 %
Strong influence	4 %	8 %	0 %	6 %	4 %
Other:	91 %	92 %	93 %	88 %	89 %
Total in group:	77*	53*	42*	33*	57*

V0078 Reenlist factor(s) - Spouse's career

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	0 %	0 %	3 %	0 %
Moderate influence	4 %	0 %	0 %	0 %	7 %
Strong influence	10 %	15 %	7 %	6 %	5 %
Other:	83 %	85 %	93 %	91 %	88 %
Total in group:	77*	53*	42*	33*	57*

V0079 Reenlist factor(s) - Civilian job opportunities

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	2 %	0 %	3 %	0 %
Moderate influence	1 %	4 %	2 %	0 %	2 %
Strong influence	9 %	6 %	5 %	6 %	9 %
Other:	87 %	89 %	93 %	91 %	89 %
Total in group:	77*	53*	42*	33*	57*

V0080 Reenlist factor(s) - Equal employment opportunities

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	2 %	0 %	0 %	0 %
Moderate influence	3 %	0 %	0 %	3 %	2 %
Strong influence	6 %	2 %	2 %	9 %	4 %
Other:	88 %	96 %	98 %	88 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0081 Reenlist factor(s) - Number of PCS moves

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	0 %	4 %	2 %	0 %	0 %
Moderate influence	6 %	8 %	0 %	9 %	5 %
Strong influence	4 %	4 %	0 %	6 %	2 %
Other:	90 %	85 %	98 %	85 %	93 %
Total in group:	77*	53*	42*	33*	57*

V0082 Reenlist factor(s) - Location of present assignment

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	4 %	2 %	2 %	0 %	0 %
Moderate influence	4 %	8 %	5 %	9 %	12 %
Strong influence	9 %	17 %	10 %	24 %	16 %
Other:	83 %	74 %	83 %	67 %	72 %
Total in group:	77*	53*	42*	33*	57*

V0083 Reenlist factor(s) - Number/duration of TDYs or deployments

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	0 %	0 %	3 %	2 %
Moderate influence	1 %	4 %	0 %	6 %	4 %
Strong influence	4 %	4 %	2 %	3 %	12 %
Other:	92 %	92 %	98 %	88 %	82 %
Total in group:	77*	53*	42*	33*	57*

V0084 Reenlist factor(s) - Work schedule

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	4 %	2 %	5 %	3 %	2 %
Moderate influence	6 %	11 %	2 %	3 %	14 %
Strong influence	10 %	8 %	7 %	9 %	9 %
Other:	79 %	79 %	86 %	85 %	75 %
Total in group:	77*	53*	42*	33*	57*

V0085 Reenlist factor(s) - Additional duties

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	5 %	2 %	2 %	0 %	0 %
Moderate influence	4 %	0 %	0 %	3 %	4 %
Strong influence	0 %	0 %	2 %	3 %	2 %
Other:	91 %	98 %	95 %	94 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0086 Reenlist factor(s) - Job security

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	2 %	5 %	9 %	5 %
Moderate influence	4 %	11 %	12 %	3 %	5 %
Strong influence	27 %	34 %	26 %	45 %	42 %
Other:	68 %	53 %	57 %	42 %	47 %
Total in group:	77*	53*	42*	33*	57*

V0087 Reenlist factor(s) - Enlisted evaluation system

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	0 %	2 %	3 %	2 %
Moderate influence	3 %	0 %	0 %	3 %	0 %
Strong influence	4 %	8 %	2 %	3 %	4 %
Other:	91 %	92 %	95 %	91 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0088 Reenlist factor(s) - Promotion opportunities

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	2 %	2 %	0 %	2 %
Moderate influence	8 %	4 %	2 %	6 %	7 %
Strong influence	13 %	19 %	10 %	15 %	14 %
Other:	77 %	75 %	86 %	79 %	77 %
Total in group:	77*	53*	42*	33*	57*

V0089 Reenlist factor(s) - Training/experience of unit personnel

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	6 %	0 %	2 %	6 %	0 %
Moderate influence	1 %	2 %	7 %	3 %	5 %
Strong influence	8 %	4 %	5 %	9 %	2 %
Other:	84 %	94 %	86 %	82 %	93 %
Total in group:	77*	53*	42*	33*	57*

V0090 Reenlist factor(s) - Unit manning

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	4 %	0 %	0 %	0 %	2 %
Moderate influence	3 %	2 %	0 %	0 %	2 %
Strong influence	1 %	6 %	0 %	3 %	2 %
Other:	92 %	92 %	100 %	97 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0091 Reenlist factor(s) - Unit resources

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	3 %	0 %	0 %	0 %	0 %
Moderate influence	1 %	2 %	2 %	0 %	2 %
Strong influence	0 %	2 %	0 %	3 %	0 %
Other:	96 %	96 %	98 %	97 %	98 %
Total in group:	77*	53*	42*	33*	57*

V0092 Reenlist factor(s) - Unit readiness

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	0 %	0 %	0 %	0 %
Moderate influence	0 %	0 %	2 %	0 %	0 %
Strong influence	0 %	0 %	0 %	3 %	0 %
Other:	99 %	100 %	98 %	97 %	100 %
Total in group:	77*	53*	42*	33*	57*

V0093 Reenlist factor(s) - Recognition of efforts

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	5 %	0 %	5 %	3 %	0 %
Moderate influence	5 %	2 %	7 %	3 %	12 %
Strong influence	10 %	11 %	5 %	9 %	7 %
Other:	79 %	87 %	83 %	85 %	81 %
Total in group:	77*	53*	42*	33*	57*

V0094 Reenlist factor(s) - Esprit de corps/morale

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	5 %	0 %	7 %	3 %	0 %
Moderate influence	6 %	6 %	14 %	3 %	11 %
Strong influence	18 %	19 %	10 %	18 %	14 %
Other:	70 %	75 %	69 %	76 %	75 %
Total in group:	77*	53*	42*	33*	57*

V0095 Reenlist factor(s) - Leadership of immediate supervisor

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	5 %	0 %	2 %	0 %	2 %
Moderate influence	10 %	2 %	5 %	9 %	4 %
Strong influence	9 %	11 %	7 %	12 %	14 %
Other:	75 %	87 %	86 %	79 %	81 %
Total in group:	77*	53*	42*	33*	57*

V0096 Reenlist factor(s) - Leadership at unit level

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	5 %	0 %	0 %	0 %	0 %
Moderate influence	1 %	0 %	5 %	3 %	7 %
Strong influence	5 %	9 %	5 %	6 %	9 %
Other:	88 %	91 %	90 %	91 %	84 %
Total in group:	77*	53*	42*	33*	57*

V0097 Reenlist factor(s) - Senior Air Force leadership

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Slight influence	1 %	2 %	0 %	3 %	0 %
Moderate influence	4 %	2 %	0 %	3 %	2 %
Strong influence	4 %	2 %	5 %	9 %	7 %
Other:	91 %	94 %	95 %	85 %	91 %
Total in group:	77*	53*	42*	33*	57*

V0098 Deployments completed in support of contingencies/exercises past 12 months

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
None	87 %	85 %	93 %	97 %	93 %
1 deployment	13 %	8 %	2 %	3 %	5 %
2 deployments	0 %	4 %	5 %	0 %	2 %
3 deployments	0 %	4 %	0 %	0 %	0 %
4 deployments	0 %	0 %	0 %	0 %	0 %
5 deployments	0 %	0 %	0 %	0 %	0 %
6 deployments or more	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0099 Days spent TDY in support of contingencies/exercises past 12 months

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
30 days or less	4 %	6 %	2 %	3 %	4 %
31 - 59 days	3 %	2 %	2 %	0 %	2 %
60 - 89 days	1 %	2 %	2 %	0 %	0 %
90 - 119 days	4 %	6 %	0 %	0 %	2 %
120 - 149 days	1 %	0 %	0 %	0 %	0 %
150 - 179 days	0 %	0 %	0 %	0 %	0 %
180 days or more	0 %	0 %	0 %	0 %	0 %
Other:	87 %	85 %	93 %	97 %	93 %
Total in group:	77*	53*	42*	33*	57*

V0100 Job title

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Adverse Actions Paralegal	5 %	6 %	0 %	6 %	4 %
Asst Chief, Court Administrator	0 %	0 %	0 %	0 %	2 %
Assistant Court Administrator	1 %	0 %	0 %	0 %	0 %
NCOIC, Adverse Actions	1 %	2 %	2 %	0 %	2 %
Asst NCOIC, Adverse Actions	0 %	2 %	0 %	0 %	0 %
Asst NCOIC, Civil Law	1 %	2 %	2 %	3 %	0 %
Asst NCOIC, Claims	6 %	8 %	5 %	6 %	0 %
Asst NCOIC, Military Justice	8 %	6 %	7 %	6 %	0 %
Chief, Court Administrator	0 %	0 %	0 %	0 %	5 %
Circuit Court Administrator	0 %	0 %	0 %	0 %	5 %
Civil Law Paralegal	8 %	4 %	2 %	3 %	2 %
Claims Paralegal	13 %	11 %	12 %	12 %	12 %
Command Paralegal Manager	1 %	0 %	0 %	3 %	2 %
Computer Administrator	0 %	0 %	0 %	0 %	0 %
Defense Paralegal	1 %	0 %	5 %	3 %	44 %
Hospital Recovery Paralegal	0 %	0 %	0 %	0 %	0 %
Instructor	0 %	0 %	0 %	0 %	0 %
Instructor Supervisor	0 %	0 %	0 %	0 %	0 %
Law Office Manager	14 %	11 %	26 %	18 %	5 %
Law Office Superintendent	1 %	6 %	2 %	0 %	2 %
Magistrate Court Paralegal	0 %	0 %	0 %	0 %	0 %
Military Justice Paralegal	8 %	9 %	10 %	6 %	0 %
NCOIC, Civil Law	4 %	8 %	5 %	6 %	0 %
NCOIC, Claims	4 %	8 %	5 %	12 %	2 %
NCOIC, General Law	3 %	2 %	5 %	0 %	0 %
NCOIC, Internat'l/Operation Law	1 %	0 %	0 %	0 %	0 %
NCOIC, Legal Assistance	0 %	0 %	0 %	0 %	0 %
NCOIC, Military Justice	10 %	11 %	10 %	15 %	0 %
Tort Claims Examiner	1 %	0 %	2 %	0 %	0 %
Other	6 %	6 %	0 %	0 %	14 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0101 Specialized legal area which best describes where you spend most time

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Adverse Actions	6 %	0 %	2 %	3 %	4 %
Circuit Office	0 %	0 %	0 %	0 %	9 %
Civil Law	12 %	13 %	7 %	6 %	2 %
Claims	25 %	25 %	26 %	30 %	16 %
Contract Law	0 %	0 %	0 %	0 %	0 %
Defense Paralegal	1 %	0 %	2 %	3 %	40 %
Environmental Law	0 %	0 %	0 %	0 %	0 %
Hospital Recovery	0 %	0 %	0 %	0 %	0 %
International/Operational Law	1 %	0 %	2 %	0 %	0 %
Labor Law	0 %	0 %	0 %	0 %	0 %
Law Office Management	14 %	17 %	26 %	21 %	4 %
Legal Assistance	0 %	4 %	2 %	3 %	0 %
Military Justice	29 %	36 %	29 %	30 %	9 %
The JAG School	1 %	0 %	0 %	0 %	0 %
Other	10 %	6 %	2 %	3 %	18 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0102 Are you currently in upgrade training

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	44 %	36 %	38 %	45 %	25 %
No	56 %	64 %	62 %	55 %	75 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0103 Spec legal area recd trng past 12 mths-Adverse Actions

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	21 %	23 %	19 %	18 %	21 %
Other:	79 %	77 %	81 %	82 %	79 %
Total in group:	77*	53*	42*	33*	57*

V0104 Spec legal area recd trng past 12 mths-Circuit Office

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	0 %	0 %	2 %	0 %	7 %
Other:	100 %	100 %	98 %	100 %	93 %
Total in group:	77*	53*	42*	33*	57*

V0105 Spec legal area recd trng past 12 mths-Civil Law

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	35 %	23 %	24 %	36 %	28 %
Other:	65 %	77 %	76 %	64 %	72 %
Total in group:	77*	53*	42*	33*	57*

V0106 Spec legal area recd trng past 12 mths-Claims

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	36 %	36 %	36 %	45 %	40 %
Other:	64 %	64 %	64 %	55 %	60 %
Total in group:	77*	53*	42*	33*	57*

V0107 Spec legal area recd trng past 12 mths-Contract Law

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	3 %	4 %	5 %	6 %	2 %
Other:	97 %	96 %	95 %	94 %	98 %
Total in group:	77*	53*	42*	33*	57*

V0108 Spec legal area recd trng past 12 mths-Defense Paralegal

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	1 %	0 %	5 %	0 %	18 %
Other:	99 %	100 %	95 %	100 %	82 %
Total in group:	77*	53*	42*	33*	57*

V0109 Spec legal area recd trng past 12 mths-Environmental Law

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	4 %	6 %	5 %	9 %	4 %
Other:	96 %	94 %	95 %	91 %	96 %
Total in group:	77*	53*	42*	33*	57*

V0110 Spec legal area recd trng past 12 mths-Hospital Recovery

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	9 %	11 %	10 %	27 %	14 %
Other:	91 %	89 %	90 %	73 %	86 %
Total in group:	77*	53*	42*	33*	57*

V0111 Spec legal area recd trng past 12 mths-International and Operational Law

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	14 %	13 %	14 %	12 %	5 %
Other:	86 %	87 %	86 %	88 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0112 Spec legal area recd trng past 12 mths-Labor Law

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	4 %	4 %	5 %	9 %	5 %
Other:	96 %	96 %	95 %	91 %	95 %
Total in group:	77*	53*	42*	33*	57*

V0113 Spec legal area recd trng past 12 mths-Law Office Management

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	17 %	15 %	24 %	9 %	19 %
Other:	83 %	85 %	76 %	91 %	81 %
Total in group:	77*	53*	42*	33*	57*

V0114 Spec legal area recd trng past 12 mths-Legal Assistance

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	22 %	25 %	24 %	36 %	11 %
Other:	78 %	75 %	76 %	64 %	89 %
Total in group:	77*	53*	42*	33*	57*

V0115 Spec legal area recd trng past 12 mths-Military Justice

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	49 %	40 %	33 %	42 %	35 %
Other:	51 %	60 %	67 %	58 %	65 %
Total in group:	77*	53*	42*	33*	57*

V0116 Spec legal area recd trng past 12 mths-The Judge Advocate Gen (TJAG) Sch

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	14 %	17 %	12 %	24 %	11 %
Other:	86 %	83 %	88 %	76 %	89 %
Total in group:	77*	53*	42*	33*	57*

V0117 Spec legal area recd trng past 12 mths-Other

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Yes	10 %	17 %	19 %	3 %	23 %
Other:	90 %	83 %	81 %	97 %	77 %
Total in group:	77*	53*	42*	33*	57*

V0118 Number of hours per week, on average, spend working in excess of 40 hours

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
5 hours per week or less	45 %	36 %	52 %	30 %	39 %
6 - 10 hours per week	34 %	43 %	29 %	33 %	42 %
11 - 15 hours per week	13 %	11 %	14 %	21 %	16 %
16 - 20 hours per week	3 %	6 %	2 %	15 %	4 %
21 - 25 hours per week	4 %	4 %	2 %	0 %	0 %
26 hours per week or more	1 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

V0119 Do you prefer to complete surveys on a computer, or by papar-and-pencil

Interval Percentages	ACC gp0048	AMC gp0049	AFMC gp0050	AFSPC gp0051	AFLSA gp0052
Computer	71 %	72 %	74 %	58 %	70 %
Booklet	12 %	17 %	7 %	21 %	9 %
No preference	17 %	11 %	19 %	21 %	21 %

Other:	0 %	0 %	0 %	0 %	0 %
Total in group:	77*	53*	42*	33*	57*

Number of Members: 9

st0031

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
K	PERFORMING TRAINING ACTIVITIES	21	54.49	54.50
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	23.71	78.21
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	17.56	95.78
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.68	97.46
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	1.56	99.02
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.52	99.53
B	PERFORMING CIVIL LAW ACTIVITIES	62	.47	100.00

Number of Members: 9

st0031

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted		Task Seq Num
				Avg Pct Time Spent by All Members	Cumulative Avg Pct Time Spent by All Members	
K0500	Personalize lesson plans	88.89	4.59	4.08	4.08	
K0497	Evaluate progress of trainees	88.89	4.53	4.02	8.11	
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STs)	100.00	3.94	3.94	12.05	
K0486	Conduct formal course classroom training	77.78	4.92	3.83	15.88	
K0488	Counsel trainees on training progress	100.00	3.64	3.64	19.52	5
K0498	Inspect training materials or aids for operation or suitability	88.89	3.92	3.48	23.00	
K0503	Write training reports	77.78	4.44	3.45	26.45	
K0493	Develop or procure training materials or aids	100.00	3.37	3.37	29.82	
K0499	Maintain training records or files	88.89	3.47	3.08	32.90	
K0491	Develop training programs, plans, or procedures	88.89	3.38	3.01	35.90	10
K0483	Administer or score tests	88.89	3.28	2.92	38.82	
K0494	Establish or maintain study reference files	88.89	3.23	2.87	41.69	
K0492	Develop written tests	88.89	3.10	2.76	44.44	
A0044	Retrieve data using computers	77.78	3.37	2.62	47.06	
K0496	Evaluate effectiveness of training programs, plans, or procedures	77.78	3.23	2.51	49.58	15
A0048	Search directives, files, or legal references for information, such as opinions or decisions	66.67	3.49	2.33	51.90	
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	77.78	2.72	2.11	54.02	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	66.67	3.15	2.10	56.12	
L0549	Safeguard written tests	77.78	2.70	2.10	58.21	
L0547	Review written tests	66.67	3.02	2.01	60.23	20
K0489	Determine training requirements	77.78	2.45	1.91	62.14	
K0495	Evaluate training methods or techniques of instructors	66.67	2.50	1.67	63.80	
L0537	Inspect personnel for compliance with military standards	66.67	2.50	1.67	65.47	

L0508	Conduct safety and security briefings	55.56	2.93	1.63	67.10	
A0038	Process incoming or outgoing electronic mail	44.44	3.53	1.57	68.67	25

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Number of Members: 9

st0031

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	66.67	1.81	1.21	69.88	
L0534	Implement safety or security programs	33.33	3.60	1.20	71.08	
A0007	Compose or type administrative correspondence	44.44	2.61	1.16	72.24	
A0030	Prepare briefings, other than professional military education (PME) briefings	66.67	1.70	1.13	73.37	
A0006	Compile statistical data	44.44	2.33	1.03	74.41	30
C0149	Perform military justice legal research	22.22	4.50	1.00	75.40	
A0028	Make lodging or transportation arrangements	55.56	1.69	.94	76.34	
I0471	Maintain administrative files	33.33	2.63	.88	77.22	
L0522	Develop or establish work schedules	44.44	1.97	.87	78.09	
A0002	Answer customer service telephone calls	44.44	1.95	.87	78.96	35
K0501	Prepare job qualification standards (JQSs)	44.44	1.74	.77	79.73	

Number of Members: 55

st0022

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted	Cumulative Average Percent Time Spent by All Members
			Average Percent Time Spent by All Members	
B	PERFORMING CIVIL LAW ACTIVITIES	62	44.10	44.10
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	30.14	74.25
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	5.91	80.16
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	4.60	84.76
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	4.24	89.00
K	PERFORMING TRAINING ACTIVITIES	21	4.09	93.08
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	2.09	95.17
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	1.43	96.60
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	1.22	97.82
E	PERFORMING COURT REPORTING ACTIVITIES	18	.98	98.80
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.63	99.44
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	.56	100.00

Number of Members: 55

st0022

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	92.73	2.84	2.64	2.64	
B0065	Notarize documents	100.00	2.51	2.51	5.15	
B0053	Brief clients on powers of attorney	96.36	2.58	2.48	7.63	
B0086	Prepare or review powers of attorney	98.18	2.51	2.47	10.09	
B0064	Maintain notary logs	100.00	2.42	2.42	12.52	5
B0110	Witness execution of wills	89.09	2.54	2.26	14.78	
B0111	Witness signing of legal documents	89.09	2.39	2.13	16.91	
A0007	Compose or type administrative correspondence	85.45	2.33	1.99	18.90	
B0052	Assist in preparation of Legal Information Online System (LIONS)	80.00	2.48	1.98	20.88	
B0109	Verify eligibility of clients for legal assistance	87.27	2.24	1.96	22.84	10
A0044	Retrieve data using computers	80.00	2.41	1.93	24.77	
B0051	Assist in preparation of legal assistance cards	83.64	2.20	1.84	26.61	
B0063	Maintain legal assistance records	80.00	2.21	1.76	28.37	
B0059	Conduct will executions	76.36	2.22	1.70	30.07	
A0041	Refer clients to other supportive agencies	85.45	1.90	1.62	31.69	15
B0058	Conduct will briefings	65.45	2.17	1.42	33.11	
B0066	Prepare miscellaneous legal reviews	67.27	2.09	1.40	34.51	
A0038	Process incoming or outgoing electronic mail	67.27	2.07	1.39	35.90	
A0024	Log or suspense incoming correspondence	67.27	1.84	1.24	37.14	
A0045	Review suspense dates	70.91	1.74	1.23	38.37	20
A0006	Compile statistical data	80.00	1.54	1.23	39.60	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	63.64	1.84	1.17	40.77	
A0047	Schedule office appointments	67.27	1.68	1.13	41.90	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	63.64	1.65	1.05	42.95	
I0471	Maintain administrative files	52.73	1.98	1.04	43.99	25
A0049	Sort and distribute incoming mail	69.09	1.49	1.03	45.03	
B0071	Prepare documentation for off-duty employment applications	60.00	1.59	.96	45.98	

B0080	Prepare or review legal reviews of fundraising activities	50.91	1.80	.92	46.90
B0076	Prepare or review legal assistance reports	63.64	1.42	.91	47.81

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Number of Members: 55

st0022

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0105	Review legal reviews of off-duty employment	56.36	1.60	.90	48.71	30
A0001	Administer client questionnaires	56.36	1.44	.81	49.52	
B0081	Prepare or review legal reviews of private organizations	49.09	1.64	.81	50.33	
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	50.91	1.58	.80	51.13	
A0030	Prepare briefings, other than professional military education (PME) briefings	56.36	1.32	.74	51.88	
A0008	Conduct client interviews, other than for preparation of simple wills	45.45	1.61	.73	52.61	35
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	50.91	1.42	.72	53.33	
B0073	Prepare or review barment documents	40.00	1.73	.69	54.02	
B0078	Prepare or review legal reviews of reports of survey	52.73	1.31	.69	54.71	
B0062	Interview clients for preparation of simple wills	45.45	1.52	.69	55.40	
B0088	Prepare or review preventive law handbook factsheets	47.27	1.41	.67	56.07	40
K0487	Conduct on-the-job training (OJT)	45.45	1.42	.65	56.72	
B0056	Conduct preventive law briefings	40.00	1.49	.60	57.32	
B0097	Process FOIA or Privacy Act requests	41.82	1.39	.58	57.90	
B0074	Prepare or review dependent misconduct actions	29.09	1.98	.58	58.47	
B0067	Prepare simple wills	38.18	1.46	.56	59.03	45
B0087	Prepare or review preventive law bulletins	38.18	1.35	.52	59.54	
A0010	Conduct witness interviews	29.09	1.67	.49	60.03	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	23.64	2.04	.48	60.51	
B0083	Prepare or review letters requesting financial disclosure statements	36.36	1.32	.48	61.00	
A0033	Prepare letters of appointment	43.64	1.09	.47	61.47	50
B0090	Prepare or review preventive law newspaper articles	43.64	1.08	.47	61.94	
H0431	Conduct LOAC briefings	36.36	1.28	.47	62.41	
A0015	Dispose of unclassified files	40.00	1.16	.47	62.87	
B0089	Prepare or review preventive law newsletters	38.18	1.20	.46	63.33	
A0003	Brief or assist clients in filing electronic income tax returns	32.73	1.40	.46	63.79	55
K0489	Determine training requirements	34.55	1.31	.45	64.25	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	32.73	1.37	.45	64.69	
A0025	Maintain law library resources	40.00	1.12	.45	65.14	
A0029	Post changes to publications	36.36	1.22	.44	65.59	
A0022	Inventory law library publications	36.36	1.17	.43	66.01	60
A0012	Develop local office programs for computers, such as spreadsheets	36.36	1.16	.42	66.43	
A0009	Conduct random spot-checks of law library	36.36	1.15	.42	66.85	
A0021	Inventory equipment or supplies	38.18	1.07	.41	67.26	
A0019	Hand-carry priority communications or documents to internal action offices	32.73	1.24	.41	67.66	

A0013	Dispose of law library publications	36.36	1.10	.40	68.06	65
A0004	Brief or assist clients on preparation of income tax returns	27.27	1.46	.40	68.46	

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Number of Members: 55

st0022

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
B0054	Compile administrative involuntary discharge files	16.36	2.36	.39	68.85	
H0443	Maintain mobility equipment or supplies	30.91	1.22	.38	69.22	
B0085	Prepare or review magistrate court documents	21.82	1.72	.38	69.60	
L0516	Determine or establish work assignments or priorities	30.91	1.21	.37	69.98	70
A0026	Maintain office computer systems	23.64	1.57	.37	70.35	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	23.64	1.54	.36	70.71	
B0091	Prepare or review revocation documents	29.09	1.23	.36	71.07	
L0537	Inspect personnel for compliance with military standards	25.45	1.39	.35	71.42	
B0075	Prepare or review general investigative reports	27.27	1.28	.35	71.77	75
A0032	Prepare conference areas for briefings or meetings	41.82	.82	.34	72.11	
K0497	Evaluate progress of trainees	25.45	1.34	.34	72.45	
H0441	Evaluate compliance with LOAC	23.64	1.43	.34	72.79	
K0488	Counsel trainees on training progress	30.91	1.08	.33	73.12	
K0499	Maintain training records or files	30.91	1.07	.33	73.46	80
H0452	Prepare LOAC reports	29.09	1.13	.33	73.78	
A0042	Request building or grounds maintenance	27.27	1.16	.32	74.10	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	23.64	1.34	.32	74.42	
I0472	Maintain or update status indicators, such as boards, graphs, or charts	18.18	1.74	.32	74.73	
L0521	Develop or establish work methods or procedures	23.64	1.32	.31	75.05	85
L0514	Counsel subordinates concerning personal matters	30.91	1.00	.31	75.35	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	34.55	.89	.31	75.66	
A0011	Coordinate adverse actions with base agencies	12.73	2.35	.30	75.96	
L0531	Evaluate personnel for compliance with performance standards	25.45	1.15	.29	76.25	
A0014	Dispose of obsolete or excess publications, other than law library	34.55	.84	.29	76.54	90
K0491	Develop training programs, plans, or procedures	23.64	1.22	.29	76.83	
A0023	Inventory network resource allocation management system (NetRAMS)	27.27	1.03	.28	77.11	
A0016	Establish law library publications checkout procedures	27.27	1.01	.28	77.39	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	29.09	.91	.26	77.65	
B0096	Process financial disclosure statements	23.64	1.12	.26	77.91	95
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	21.82	1.21	.26	78.18	
B0095	Process dependent misconduct actions	14.55	1.78	.26	78.44	
L0538	Interpret policies, directives, or procedures for subordinates	21.82	1.12	.25	78.68	
H0457	Provide legal assistance for Personnel Deployment Flights (PDEFs)	18.18	1.35	.24	78.93	

L0556	Write recommendations for awards or decorations	23.64	1.03	.24	79.17	100
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	16.36	1.46	.24	79.41	

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Number of Members: 55

st0022

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0522	Develop or establish work schedules	16.36	1.45	.24	79.65	
K0500	Personalize lesson plans	20.00	1.15	.23	79.88	

Number of Members: 7

st0042

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	42.36	42.37
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	20.99	63.37
B	PERFORMING CIVIL LAW ACTIVITIES	62	11.33	74.70
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	5.90	80.60
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	5.50	86.10
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	4.01	90.11
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	3.30	93.42
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	3.10	96.52
K	PERFORMING TRAINING ACTIVITIES	21	1.76	98.28
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	.99	99.27
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	.38	99.65
E	PERFORMING COURT REPORTING ACTIVITIES	18	.35	100.00

Number of Members: 7

st0042

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted		Task Seq Num
				Avg Pct Time Spent by All Members	Cumulative Avg Pct Time Spent by All Members	
A0007	Compose or type administrative correspondence	100.00	2.39	2.39	2.39	
H0426	Assign personnel to mobility or contingency positions	100.00	2.32	2.32	4.71	
A0044	Retrieve data using computers	85.71	2.67	2.29	6.99	
H0425	Analyze issues, such as deployment, contracting, or fiscal law	100.00	2.25	2.25	9.24	
H0427	Assign personnel to Unit Type Code (UTC) taskings	100.00	2.20	2.20	11.44	5
H0460	Review UTC requirements	100.00	2.18	2.18	13.61	
H0435	Coordinate mobility or contingency requirements with appropriate agencies	100.00	2.09	2.09	15.70	
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	100.00	2.07	2.07	17.77	
H0428	Brief deploying personnel, other than on law of armed conflict (LOAC)	100.00	2.02	2.02	19.78	
A0002	Answer customer service telephone calls	85.71	2.16	1.85	21.63	10
H0437	Coordinate specific source of personnel requirements with appropriate agencies	85.71	1.97	1.69	23.32	
H0429	Complete operations plan (OPLAN) sourcing requirements	85.71	1.91	1.63	24.95	
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands	71.43	2.18	1.56	26.51	
H0449	Prepare equipment for deployments	100.00	1.54	1.54	28.05	
H0459	Request or distribute mobility requirements documents	85.71	1.76	1.51	29.56	15
H0434	Coordinate exercise sourcing requirements with functional managers	85.71	1.73	1.48	31.04	
H0430	Compute OPLAN requirements status listings	71.43	2.07	1.48	32.52	
H0453	Prepare mobility equipment or supplies for transport	100.00	1.37	1.37	33.88	
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	85.71	1.57	1.35	35.23	
A0038	Process incoming or outgoing electronic mail	71.43	1.87	1.33	36.56	20
H0446	Participate in wing operations or exercise planning meetings	85.71	1.55	1.33	37.89	
A0048	Search directives, files, or legal references for	71.43	1.77	1.26	39.15	

	information, such as opinions or decisions				
H0452	Prepare LOAC reports	85.71	1.43	1.22	40.38
B0065	Notarize documents	71.43	1.68	1.20	41.58

Number of Members: 7

st0042

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
H0438	Determine specific source of personnel requirements for deployment manning documents	71.43	1.62	1.16	42.74	25
H0445	Maintain base OPLAN files	85.71	1.34	1.15	43.89	
A0006	Compile statistical data	71.43	1.59	1.14	45.03	
B0111	Witness signing of legal documents	71.43	1.54	1.10	46.13	
B0086	Prepare or review powers of attorney	71.43	1.54	1.10	47.24	
H0441	Evaluate compliance with LOAC	71.43	1.54	1.10	48.33	30
I0464	Destroy classified materials or documents	71.43	1.50	1.07	49.41	
I0470	Inventory classified materials or documents	71.43	1.45	1.04	50.44	
A0030	Prepare briefings, other than professional military education (PME) briefings	71.43	1.41	1.01	51.45	
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	71.43	1.38	.98	52.44	
I0467	Initiate classified reports, messages, or documents	57.14	1.68	.96	53.39	35
H0431	Conduct LOAC briefings	71.43	1.34	.96	54.35	
B0110	Witness execution of wills	57.14	1.66	.95	55.30	
H0443	Maintain mobility equipment or supplies	71.43	1.32	.94	56.25	
I0465	Establish or maintain accountability records for classified materials or documents	57.14	1.65	.94	57.19	
A0047	Schedule office appointments	42.86	2.16	.93	58.11	40
H0432	Conduct mobility or deployment site surveys	71.43	1.28	.92	59.03	
B0053	Brief clients on powers of attorney	57.14	1.57	.90	59.92	
A0041	Refer clients to other supportive agencies	71.43	1.23	.88	60.80	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	57.14	1.50	.86	61.66	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	28.57	2.83	.81	62.47	45
A0045	Review suspense dates	57.14	1.37	.78	63.26	
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	57.14	1.36	.78	64.03	
H0461	Review and analyze target folders	42.86	1.80	.77	64.81	
B0064	Maintain notary logs	71.43	1.03	.74	65.54	
A0012	Develop local office programs for computers, such as spreadsheets	42.86	1.68	.72	66.26	50
B0059	Conduct will executions	28.57	2.42	.69	66.95	
I0471	Maintain administrative files	57.14	1.14	.65	67.60	
I0466	Identify and report suspected security compromises	57.14	1.11	.64	68.24	
A0015	Dispose of unclassified files	42.86	1.47	.63	68.87	
H0451	Prepare legal annexes to war plans	28.57	2.20	.63	69.50	55
K0487	Conduct on-the-job training (OJT)	42.86	1.34	.58	70.07	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	42.86	1.34	.57	70.65	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	42.86	1.33	.57	71.22	
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	28.57	1.92	.55	71.77	

J0476	Develop equipment checklists	42.86	1.26	.54	72.31	60
H0454	Prepare or publish project pitfall letters	28.57	1.78	.51	72.82	

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Number of Members: 7

st0042

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0019	Hand-carry priority communications or documents to internal action offices	42.86	1.09	.47	73.29	
B0052	Assist in preparation of Legal Information Online System (LIONS)	42.86	1.09	.47	73.75	
A0028	Make lodging or transportation arrangements	42.86	1.08	.46	74.22	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	28.57	1.59	.45	74.67	65
J0481	Maintain organizational equipment or supply records	28.57	1.59	.45	75.12	
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	28.57	1.59	.45	75.58	
J0478	Identify and report equipment or supply problems	28.57	1.59	.45	76.03	
A0021	Inventory equipment or supplies	42.86	1.05	.45	76.48	
L0508	Conduct safety and security briefings	28.57	1.52	.43	76.91	70
K0489	Determine training requirements	28.57	1.50	.43	77.34	
L0534	Implement safety or security programs	28.57	1.50	.43	77.77	
B0071	Prepare documentation for off-duty employment applications	42.86	.98	.42	78.19	
B0109	Verify eligibility of clients for legal assistance	42.86	.95	.41	78.60	
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	14.29	2.81	.40	79.00	75
K0493	Develop or procure training materials or aids	14.29	2.81	.40	79.40	
H0442	Maintain disaster preparedness checklists	42.86	.92	.39	79.79	

Number of Members: 77

st0021

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	33.79	33.80
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	24.16	57.97
K	PERFORMING TRAINING ACTIVITIES	21	10.02	67.99
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	8.92	76.91
B	PERFORMING CIVIL LAW ACTIVITIES	62	6.58	83.49
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	6.28	89.77
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	3.50	93.26
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	2.76	96.02
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	2.43	98.46
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	1.30	99.75
E	PERFORMING COURT REPORTING ACTIVITIES	18	.13	99.88
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.12	100.00

Number of Members: 77

st0021

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0044	Retrieve data using computers	93.51	1.91	1.79	1.79	
A0038	Process incoming or outgoing electronic mail	87.01	1.80	1.56	3.35	
A0007	Compose or type administrative correspondence	87.01	1.54	1.34	4.69	
A0045	Review suspense dates	88.31	1.50	1.33	6.01	
L0541	Manage IMPAC card programs	83.12	1.52	1.26	7.28	5
L0556	Write recommendations for awards or decorations	92.21	1.34	1.24	8.51	
L0524	Draft or review budget requirements	79.22	1.54	1.22	9.73	
L0555	Write or indorse military performance reports	88.31	1.36	1.20	10.93	
L0516	Determine or establish work assignments or priorities	88.31	1.27	1.12	12.05	
L0511	Conduct supervisory performance feedback sessions	84.42	1.29	1.09	13.14	10
K0487	Conduct on-the-job training (OJT)	81.82	1.29	1.06	14.20	
L0550	Schedule personnel TDY assignments, leaves, or passes	85.71	1.23	1.05	15.25	
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	81.82	1.28	1.05	16.30	
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	83.12	1.24	1.03	17.33	
K0489	Determine training requirements	84.42	1.22	1.03	18.36	15
L0505	Assign personnel to work areas or duty positions	84.42	1.20	1.01	19.37	
A0006	Compile statistical data	83.12	1.21	1.00	20.38	
L0538	Interpret policies, directives, or procedures for subordinates	83.12	1.19	.99	21.37	
K0499	Maintain training records or files	81.82	1.21	.99	22.36	
L0514	Counsel subordinates concerning personal matters	87.01	1.13	.99	23.34	20
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	79.22	1.15	.91	24.25	
K0488	Counsel trainees on training progress	79.22	1.14	.90	25.15	
K0497	Evaluate progress of trainees	74.03	1.18	.88	26.03	
A0018	Follow up on submitted travel vouchers	75.32	1.11	.84	26.87	
A0026	Maintain office computer systems	58.44	1.43	.84	27.70	25
K0484	Brief personnel concerning training programs, such as	75.52	1.08	.82	28.54	

Career Field Education and Training Plans (CFETPs) or
Career Development Courses (CDCs)

Number of Members: 77

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
L0513	Conduct supervisory orientations for newly assigned personnel	84.42	.98	.83	29.36	
L0527	Establish performance standards for subordinates	77.92	1.06	.82	30.19	
L0531	Evaluate personnel for compliance with performance standards	75.32	1.09	.82	31.01	
I0471	Maintain administrative files	61.04	1.34	.82	31.83	30
A0020	Initiate requisitions for equipment, supplies, forms, or publications	77.92	1.02	.79	32.62	
A0049	Sort and distribute incoming mail	67.53	1.17	.79	33.42	
L0522	Develop or establish work schedules	76.62	1.03	.79	34.20	
A0030	Prepare briefings, other than professional military education (PME) briefings	80.52	.96	.78	34.98	
L0545	Prepare recommendation or non-recommendation retraining package	72.73	1.06	.77	35.75	35
L0521	Develop or establish work methods or procedures	74.03	1.04	.77	36.51	
A0024	Log or suspense incoming correspondence	68.83	1.11	.77	37.28	
L0554	Write or indorse civilian performance appraisals	61.04	1.25	.76	38.04	
L0537	Inspect personnel for compliance with military standards	79.22	.96	.76	38.81	
L0539	Interview potential paralegal retrainees	71.43	1.04	.74	39.55	40
K0491	Develop training programs, plans, or procedures	64.94	1.14	.74	40.29	
I0469	Initiate requests for temporary duty (TDY) orders	64.94	1.12	.73	41.02	
A0002	Answer customer service telephone calls	70.13	1.03	.72	41.74	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	67.53	1.06	.72	42.46	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	67.53	1.03	.70	43.15	45
L0542	Perform personnel hiring procedures	70.13	.99	.69	43.84	
L0552	Write job or position descriptions	76.62	.90	.69	44.53	
L0509	Conduct self-inspections or self-assessments	74.03	.91	.67	45.20	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	63.64	1.03	.66	45.86	
A0032	Prepare conference areas for briefings or meetings	75.32	.87	.66	46.52	50
L0535	Initiate personnel action requests	75.32	.86	.65	47.17	
L0506	Assign sponsors for newly assigned personnel	75.32	.85	.64	47.81	
A0036	Process administrative orders	54.55	1.18	.64	48.45	
A0012	Develop local office programs for computers, such as spreadsheets	61.04	1.02	.62	49.08	
A0033	Prepare letters of appointment	72.73	.85	.62	49.70	55
A0021	Inventory equipment or supplies	63.64	.97	.62	50.32	
L0504	Annotate time and attendance sheets for civilian employees	62.34	.97	.60	50.92	
H0426	Assign personnel to mobility or contingency positions	67.53	.89	.60	51.52	
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	46.75	1.28	.60	52.12	
L0523	Evaluate maintenance or utilization of equipment	58.44	1.02	.60	52.72	60

	tools, parts, supplies, or workspace				
A0042	Request building or grounds maintenance	68.83	.84	.58	53.29
A0047	Schedule office appointments	67.53	.86	.58	53.87

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Number of Members: 77

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
J0478	Identify and report equipment or supply problems	61.04	.93	.57	54.44	
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	57.14	.98	.56	55.00	
A0046	Schedule conferences	68.83	.80	.55	55.55	65
B0065	Notarize documents	67.53	.81	.55	56.09	
H0427	Assign personnel to Unit Type Code (UTC) taskings	62.34	.87	.54	56.63	
A0023	Inventory network resource allocation management system (NetRAMS)	57.14	.94	.54	57.17	
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	59.74	.89	.53	57.71	
K0502	Process completed retraining package	58.44	.91	.53	58.24	70
I0472	Maintain or update status indicators, such as boards, graphs, or charts	46.75	1.11	.52	58.76	
L0543	Plan layouts of facilities	59.74	.85	.51	59.27	
K0496	Evaluate effectiveness of training programs, plans, or procedures	51.95	.98	.51	59.78	
L0517	Develop organizational or functional charts	58.44	.82	.48	60.26	
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	57.14	.83	.47	60.73	75
L0536	Initiate actions required due to substandard performance of personnel	71.43	.66	.47	61.20	
H0460	Review UTC requirements	55.84	.84	.47	61.67	
B0110	Witness execution of wills	59.74	.79	.47	62.14	
L0534	Implement safety or security programs	55.84	.83	.46	62.61	
F0311	Analyze claims management data listings or reports	40.26	1.13	.46	63.06	80
K0493	Develop or procure training materials or aids	57.14	.80	.46	63.52	
B0111	Witness signing of legal documents	61.04	.74	.45	63.97	
B0086	Prepare or review powers of attorney	57.14	.76	.43	64.40	
B0064	Maintain notary logs	59.74	.72	.43	64.83	
A0041	Refer clients to other supportive agencies	64.94	.65	.42	65.26	85
A0019	Hand-carry priority communications or documents to internal action offices	51.95	.82	.42	65.68	
L0519	Develop self-inspection or self-assessment program checklists	51.95	.82	.42	66.11	
A0028	Make lodging or transportation arrangements	50.65	.83	.42	66.53	
A0017	Establish reading files	54.55	.76	.42	66.94	
L0510	Conduct staff assistance visits, inspections, or audits	41.56	1.00	.41	67.36	90
B0059	Conduct will executions	54.55	.74	.40	67.76	
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	45.45	.88	.40	68.16	
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	53.25	.75	.40	68.56	
B0053	Brief clients on powers of attorney	57.14	.69	.40	68.96	
L0528	Evaluate inspection report findings or inspection	51.95	.76	.40	69.35	95

procedures

J0481	Maintain organizational equipment or supply records	44.16	.88	.39	69.74
L0557	Write replies to inspection reports	53.25	.72	.39	70.13

Number of Members: 77

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0027	Maintain suspense files of newly purchased materials	44.16	.86	.38	70.51	
B0109	Verify eligibility of clients for legal assistance	53.25	.71	.38	70.89	
A0015	Dispose of unclassified files	48.05	.79	.38	71.27	100
J0475	Coordinate maintenance of equipment with appropriate agencies	48.05	.79	.38	71.64	
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	31.17	1.19	.37	72.01	
L0512	Conduct safety inspections of equipment or facilities	44.16	.80	.35	72.37	
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	48.05	.72	.34	72.71	
L0508	Conduct safety and security briefings	45.45	.75	.34	73.05	105
L0518	Develop resource protection programs	45.45	.73	.33	73.38	
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	44.16	.74	.33	73.71	
K0501	Prepare job qualification standards (JQSs)	37.66	.84	.32	74.03	
H0435	Coordinate mobility or contingency requirements with appropriate agencies	44.16	.70	.31	74.34	
H0436	Coordinate status of UTCs with Major Commands (MAJCOMs)	46.75	.65	.31	74.64	110
H0437	Coordinate specific source of personnel requirements with appropriate agencies	37.66	.75	.28	74.93	
H0450	Prepare Exercise Evaluation Team (EET) inputs	35.06	.80	.28	75.21	
A0011	Coordinate adverse actions with base agencies	32.47	.83	.27	75.48	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	33.77	.79	.27	75.75	
H0433	Coordinate deployment of personnel with other MAJCOMs or joint service commands	36.36	.73	.26	76.01	115
H0446	Participate in wing operations or exercise planning meetings	36.36	.72	.26	76.27	
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	37.66	.69	.26	76.53	
D0272	Prepare or review office activity reports	20.78	1.24	.26	76.79	
H0438	Determine specific source of personnel requirements for deployment manning documents	35.06	.73	.26	77.05	
F0313	Approve claims	41.56	.61	.25	77.30	120
C0195	Prepare or review invitational travel orders	32.47	.78	.25	77.55	
K0500	Personalize lesson plans	32.47	.76	.25	77.80	
C0140	Input AMJAMS data	20.78	1.18	.25	78.04	
C0244	Review security forces blotters for potential disciplinary actions	29.87	.82	.24	78.29	
H0434	Coordinate exercise sourcing requirements with functional managers	33.77	.72	.24	78.53	125
H0444	Maintain accountability of personnel selected to fill OPLAN requirements	29.87	.81	.24	78.77	
K0498	Inspect training materials or aids for operation or suitability	28.57	.85	.24	79.01	

L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	35.06	.68	.24	79.25
L0551	Write inspection reports	36.36	.65	.24	79.49

Number of Members: 77

st0021

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0185	Prepare or review court-martial promulgating orders	32.47	.72	.24	79.73	130
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	33.77	.68	.23	79.95	

Number of Members: 29

st0044

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	36.53	36.53
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	29.43	65.97
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	13.67	79.64
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	5.54	85.18
B	PERFORMING CIVIL LAW ACTIVITIES	62	4.44	89.62
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	3.74	93.36
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	3.23	96.59
E	PERFORMING COURT REPORTING ACTIVITIES	18	2.42	99.01
K	PERFORMING TRAINING ACTIVITIES	21	.78	99.80
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.13	99.92
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	.08	100.00

Number of Members: 29

st0044

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0002	Answer customer service telephone calls	96.55	2.19	2.12	2.12	
A0047	Schedule office appointments	100.00	2.09	2.09	4.21	
D0261	Prepare or review Article 15 responses	96.55	2.11	2.04	6.25	
D0266	Prepare or review client statements	96.55	1.96	1.89	8.13	
A0007	Compose or type administrative correspondence	100.00	1.84	1.84	9.97	5
D0265	Prepare or review client responses for discharge actions	96.55	1.90	1.84	11.81	
A0008	Conduct client interviews, other than for preparation of simple wills	100.00	1.81	1.81	13.62	
D0290	Schedule client appointments	93.10	1.92	1.78	15.41	
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	89.66	1.92	1.72	17.13	
A0038	Process incoming or outgoing electronic mail	96.55	1.68	1.62	18.76	10
D0258	Establish eligibility of clients for defense services	96.55	1.67	1.62	20.37	
A0044	Retrieve data using computers	96.55	1.66	1.60	21.98	
A0028	Make lodging or transportation arrangements	100.00	1.44	1.44	23.42	
L0541	Manage IMPAC card programs	86.21	1.56	1.35	24.77	
D0264	Prepare or review client assistance records	75.86	1.74	1.32	26.09	15
A0010	Conduct witness interviews	93.10	1.40	1.30	27.39	
A0041	Refer clients to other supportive agencies	93.10	1.37	1.28	28.67	
I0471	Maintain administrative files	75.86	1.67	1.27	29.94	
D0263	Prepare or review case witness statements	72.41	1.75	1.27	31.20	
A0049	Sort and distribute incoming mail	96.55	1.22	1.18	32.38	20
C0123	Conduct First Term Airman Course (FTAC) briefings	89.66	1.31	1.18	33.56	
D0281	Prepare or review requests for delay actions	89.66	1.30	1.17	34.73	
D0255	Conduct initial reviews of adverse actions	68.97	1.65	1.14	35.87	
I0469	Initiate requests for temporary duty (TDY) orders	68.97	1.61	1.11	36.98	
D0259	Maintain defense counsel case dockets	75.86	1.43	1.09	38.07	25
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	79.31	1.37	1.08	39.15	

A0026	Maintain office computer systems	96.55	1.11	1.08	40.23
A0001	Administer client questionnaires	86.21	1.24	1.07	41.30

Number of Members: 29

st0044

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0030	Prepare briefings, other than professional military education (PME) briefings	93.10	1.12	1.04	42.34	
A0006	Compile statistical data	93.10	1.09	1.01	43.35	30
A0048	Search directives, files, or legal references for information, such as opinions or decisions	79.31	1.18	.94	44.29	
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	79.31	1.16	.92	45.20	
D0272	Prepare or review office activity reports	72.41	1.25	.91	46.11	
D0254	Compile investigative materials	68.97	1.26	.87	46.98	
C0190	Prepare or review delay requests	65.52	1.29	.85	47.83	35
D0276	Prepare or review post-trial clemency evaluations	68.97	1.19	.82	48.64	
E0301	Mark exhibits	79.31	1.02	.81	49.46	
A0018	Follow up on submitted travel vouchers	89.66	.91	.81	50.27	
A0020	Initiate requisitions for equipment, supplies, forms, or publications	93.10	.86	.80	51.06	
D0268	Prepare or review defense paralegal (DP) training reports	65.52	1.18	.77	51.84	40
A0023	Inventory network resource allocation management system (NetRAMS)	96.55	.80	.77	52.61	
A0036	Process administrative orders	65.52	1.13	.74	53.35	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	55.17	1.31	.72	54.07	
A0021	Inventory equipment or supplies	96.55	.73	.70	54.78	
A0022	Inventory law library publications	96.55	.69	.66	55.44	45
A0045	Review suspense dates	55.17	1.20	.66	56.10	
J0478	Identify and report equipment or supply problems	68.97	.94	.64	56.75	
J0475	Coordinate maintenance of equipment with appropriate agencies	65.52	.97	.63	57.38	
D0257	Coordinate individual case dockets with legal office or circuit courts	62.07	1.02	.63	58.01	
A0025	Maintain law library resources	93.10	.67	.63	58.64	50
B0063	Maintain legal assistance records	41.38	1.47	.61	59.24	
D0288	Prepare or review witness affidavits	58.62	1.03	.60	59.85	
D0289	Process request for defense witnesses	62.07	.96	.59	60.44	
J0482	Pick up, deliver, or store equipment, tools, parts, or supplies	68.97	.86	.59	61.03	
C0192	Prepare or review discovery requests	58.62	1.00	.58	61.62	55
A0033	Prepare letters of appointment	82.76	.70	.58	62.20	
A0011	Coordinate adverse actions with base agencies	51.72	1.11	.58	62.77	
D0262	Prepare or review case summary reports	41.38	1.37	.57	63.34	
D0283	Prepare or review requests for individual military defense counsel	58.62	.95	.56	63.89	
L0524	Draft or review budget requirements	55.17	1.01	.56	64.45	60
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	65.52	.85	.55	65.00	
A0015	Dispose of unclassified files	82.76	.67	.55	65.56	

D0256	Coordinate case loads with base law office personnel	51.72	1.07	.55	66.11
A0009	Conduct random spot-checks of law library	89.66	.61	.55	66.66

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Number of Members: 29

st0044

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	58.62	.92	.54	67.20	65
D0269	Prepare or review deferment of forfeitures or reduction in grade	72.41	.73	.53	67.73	
C0149	Perform military justice legal research	41.38	1.25	.52	68.25	
A0024	Log or suspense incoming correspondence	51.72	.99	.51	68.76	
C0170	Prepare or review Article 15, UCMJ, appeal actions	37.93	1.31	.50	69.26	
A0027	Maintain suspense files of newly purchased materials	58.62	.83	.49	69.74	70
D0278	Prepare or review reenlistment denials	62.07	.78	.48	70.23	
J0481	Maintain organizational equipment or supply records	55.17	.87	.48	70.71	
C0214	Process requests for individual military defense counsel	41.38	1.13	.47	71.17	
A0012	Develop local office programs for computers, such as spreadsheets	62.07	.75	.47	71.64	
A0013	Dispose of law library publications	82.76	.56	.46	72.11	75
B0056	Conduct preventive law briefings	48.28	.94	.45	72.56	
B0104	Provide support for administrative discharge boards	44.83	.96	.43	72.99	
A0032	Prepare conference areas for briefings or meetings	68.97	.62	.43	73.42	
A0042	Request building or grounds maintenance	65.52	.63	.41	73.84	
D0280	Prepare or review requests for deferment of confinement	65.52	.62	.41	74.24	80
D0284	Prepare or review responses to miscellaneous legal reviews	44.83	.89	.40	74.64	
D0270	Prepare or review initial case analyses	37.93	1.06	.40	75.04	
A0014	Dispose of obsolete or excess publications, other than law library	75.86	.53	.40	75.44	
D0279	Prepare or review report of survey determinations	62.07	.64	.40	75.84	
A0029	Post changes to publications	72.41	.54	.39	76.23	85
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	34.48	1.11	.38	76.61	
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	48.28	.79	.38	76.99	
D0277	Prepare or review pretrial agreements	51.72	.73	.38	77.37	
C0118	Brief organizations on Article 15, UCMJ, procedures	37.93	.99	.37	77.75	
E0292	Assemble documentation for administrative board actions	44.83	.83	.37	78.12	90
C0163	Prepare trial folders	37.93	.98	.37	78.49	
C0210	Process discovery requests	41.38	.89	.37	78.86	
C0227	Request military witnesses for courts-martial	44.83	.82	.37	79.23	
C0240	Review evidence to determine appropriateness for military justice actions	20.69	1.75	.36	79.59	
D0271	Prepare or review motions	44.83	.79	.35	79.94	95

Number of Members: 134

st0009

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	69.45	69.48
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	12.09	81.58
B	PERFORMING CIVIL LAW ACTIVITIES	62	6.81	88.39
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	4.69	93.08
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	2.28	95.35
E	PERFORMING COURT REPORTING ACTIVITIES	18	1.64	96.99
K	PERFORMING TRAINING ACTIVITIES	21	1.28	98.27
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	.65	98.93
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	.50	99.43
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.34	99.77
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	.21	99.98
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.02	100.00

Number of Members: 134

st0009

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted		Task Seq Num
				Avg Pct Time Spent by All Members	Cumulative Avg Pct Time Spent by All Members	
C0140	Input AMJAMS data	95.52	1.41	1.35	1.35	
C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	88.81	1.21	1.07	2.42	
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	80.60	1.32	1.07	3.49	
C0120	Complete Article 15, UCMJ, processing checklist procedures	81.34	1.30	1.06	4.55	
C0175	Prepare or review Article 15, UCMJ, punishments	82.84	1.28	1.06	5.60	5
C0139	Edit AMJAMS products	85.82	1.19	1.02	6.62	
A0044	Retrieve data using computers	76.87	1.26	.97	7.59	
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	81.34	1.18	.96	8.55	
C0119	Compile Article 15, UCMJ, supportive evidence	73.88	1.22	.90	9.46	
C0179	Prepare or review Article 15, UCMJ, vacation actions	82.09	1.08	.89	10.34	10
C0121	Complete court-martial processing checklist procedures	84.33	1.04	.88	11.22	
C0189	Prepare or review DD Forms 458 (Charge Sheet)	88.06	.97	.85	12.07	
C0137	Draft charges and specifications for actions, other than court-martial actions	77.61	1.07	.83	12.91	
A0007	Compose or type administrative correspondence	76.12	1.09	.83	13.73	
C0178	Prepare or review Article 15, UCMJ, suspension actions	80.60	1.03	.83	14.56	15
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	76.12	1.08	.82	15.38	
C0170	Prepare or review Article 15, UCMJ, appeal actions	78.36	1.03	.80	16.19	
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	70.90	1.12	.80	16.98	
C0176	Prepare or review Article 15, UCMJ, remission actions	78.36	.99	.77	17.76	
C0177	Prepare or review Article 15, UCMJ, set aside actions	76.12	.97	.74	18.50	20
C0235	Review charge sheets for accuracy and completeness	81.34	.89	.72	19.22	
C0118	Brief organizations on Article 15, UCMJ, procedures	67.91	1.06	.72	19.94	
A0002	Answer customer service telephone calls	73.13	.98	.72	20.66	
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	63.43	1.12	.71	21.37	

C0148	Notify participants of courts-martial or boards	76.12	.92	.70	22.07	25
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	71.64	.98	.70	22.77	

Number of Members: 134

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0172	Prepare or review Article 15, UCMJ, base activity reports	67.16	1.04	.70	23.46	
B0110	Witness execution of wills	73.13	.95	.70	24.16	
C0138	Draft charges and specifications for court-martial actions	77.61	.89	.69	24.85	
A0011	Coordinate adverse actions with base agencies	68.66	1.01	.69	25.54	30
C0229	Request reports on individual personnel (RIPs)	78.36	.88	.69	26.23	
C0205	Process Article 15, UCMJ, appeal actions	67.91	.98	.67	26.90	
C0174	Prepare or review Article 15, UCMJ, mitigation actions	70.15	.95	.67	27.57	
C0198	Prepare or review proposed court-martial member lists	77.61	.86	.67	28.23	
C0253	Verify availability of court-martial or board members	73.13	.91	.67	28.90	35
C0207	Process computer-generated AMJAMS reports for distribution	71.64	.93	.66	29.56	
A0038	Process incoming or outgoing electronic mail	67.91	.98	.66	30.22	
B0111	Witness signing of legal documents	71.64	.91	.65	30.88	
C0171	Prepare or review Article 15, UCMJ, appellate actions	67.16	.97	.65	31.53	
C0244	Review security forces blotters for potential disciplinary actions	70.90	.91	.65	32.17	40
C0233	Review AMJAMS strength reports	72.39	.89	.65	32.82	
C0151	Prepare administrative hold or release letters	79.85	.81	.64	33.46	
C0136	Distribute court-martial records of trials to reviewing authorities	79.85	.79	.63	34.10	
C0228	Request records of prior disciplinary actions	76.87	.82	.63	34.72	
C0243	Review RIPs for courts-martial	79.10	.79	.63	35.35	45
C0184	Prepare or review court-martial convening orders	79.85	.78	.62	35.97	
C0238	Review court-martial or board member information	74.63	.83	.62	36.60	
C0135	Distribute court-martial orders	81.34	.76	.62	37.21	
C0155	Prepare courtrooms for proceedings	76.87	.79	.61	37.82	
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	76.12	.79	.60	38.42	50
C0185	Prepare or review court-martial promulgating orders	77.61	.77	.60	39.02	
C0251	Suspense or follow up on military justice actions	70.15	.85	.59	39.61	
C0186	Prepare or review DD Forms 2707 (Confinement Order)	76.87	.77	.59	40.21	
B0065	Notarize documents	76.12	.78	.59	40.80	
C0163	Prepare trial folders	76.12	.77	.59	41.39	55
C0149	Perform military justice legal research	73.13	.80	.59	41.97	
C0173	Prepare or review Article 15, UCMJ, decision letters	64.18	.91	.58	42.56	
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	57.46	1.01	.58	43.14	
C0220	Procure court-martial or board members	65.67	.85	.56	43.70	
C0130	Coordinate witness fundings with appropriate agencies	73.88	.75	.56	44.25	60
C0128	Coordinate serving of charges on accused with trial counsel or unit personnel	73.13	.76	.55	44.81	
C0166	Prepare or process releases for court-martial or board members	70.15	.79	.55	45.36	
C0240	Review evidence to determine appropriateness for	62.68	.88	.55	45.82	

	military justice actions				
C0208	Process court-martial promulgating orders	72.39	.76	.55	46.46

Number of Members: 134

st0009

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	73.88	.74	.55	47.01	65
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	70.15	.77	.54	47.55	
C0196	Prepare or review letters concerning submission of matters to convening authority	71.64	.75	.54	48.09	
C0248	Serve records of trial on accused	73.13	.73	.54	48.63	
C0230	Request witness fundings	69.40	.77	.53	49.16	
C0193	Prepare or review flimsies	73.13	.72	.53	49.69	70
C0164	Prepare witness payment vouchers	70.15	.75	.52	50.21	
A0035	Prepare witness travel orders	73.13	.72	.52	50.74	
B0064	Maintain notary logs	73.13	.72	.52	51.26	
C0227	Request military witnesses for courts-martial	70.15	.75	.52	51.79	
C0168	Prepare or review amendments to court-martial convening orders	75.37	.69	.52	52.31	75
C0246	Review unfavorable information files (UIFs)	59.70	.87	.52	52.83	
C0231	Research charges and specifications for court-martial actions	66.42	.78	.52	53.35	
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	64.18	.80	.52	53.86	
C0225	Request civilian witnesses for courts-martial	68.66	.75	.52	54.38	
A0028	Make lodging or transportation arrangements	70.90	.71	.51	54.88	80
C0182	Prepare or review court-martial actions of convening authorities	68.66	.73	.50	55.39	
C0212	Process post-trial materials submitted by accused	67.16	.74	.50	55.88	
C0223	Procure and brief individuals for bailiff duties	70.15	.70	.49	56.37	
A0006	Compile statistical data	63.43	.76	.48	56.86	
C0147	Monitor and report on special interest cases	66.42	.73	.48	57.34	85
B0086	Prepare or review powers of attorney	66.42	.73	.48	57.83	
C0219	Procure convening authority approval of expert witnesses	66.42	.72	.48	58.30	
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	61.19	.77	.47	58.78	
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	67.16	.70	.47	59.25	
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	56.72	.82	.46	59.71	90
C0195	Prepare or review invitational travel orders	64.93	.71	.46	60.17	
C0162	Prepare sentencing worksheets	66.42	.69	.46	60.63	
C0131	Copy records of trial	67.16	.68	.46	61.09	
C0217	Process witness payment vouchers	63.43	.71	.45	61.54	
C0157	Prepare findings worksheets	67.16	.67	.45	61.99	95
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	62.69	.72	.45	62.44	
D0261	Prepare or review Article 15 responses	35.07	1.27	.44	62.88	

C0156	Prepare excess leave documentation	66.42	.67	.44	63.33
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	63.43	.68	.43	63.76

Number of Members: 134

st0009

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0045	Review suspense dates	52.24	.82	.43	64.19	100
C0192	Prepare or review discovery requests	62.69	.68	.43	64.62	
C0190	Prepare or review delay requests	64.18	.63	.40	65.02	
C0211	Process excess leave documentation	61.94	.64	.40	65.42	
C0132	Develop Article 15, UCMJ, processing checklists	57.46	.68	.39	65.82	
B0053	Brief clients on powers of attorney	58.21	.66	.39	66.20	105
C0234	Review appointment or assumption of command orders with appropriate agencies	55.22	.70	.38	66.59	
C0183	Prepare or review court-martial base activities reports	52.24	.73	.38	66.97	
C0204	Prepare or review supplementary court-martial orders	58.21	.65	.38	67.35	
C0213	Process pretrial agreements	56.72	.66	.37	67.72	
C0127	Coordinate preferral of charges on pretrial confinees with commanders	58.21	.64	.37	68.09	110
A0048	Search directives, files, or legal references for information, such as opinions or decisions	54.48	.68	.37	68.46	
C0232	Review allied papers for insertion in records of trial	55.22	.66	.37	68.83	
C0201	Prepare or review serious incident reports (SIRs)	54.48	.67	.36	69.19	
C0210	Process discovery requests	54.48	.67	.36	69.55	
C0206	Process Article 32, UCMJ, investigations	54.48	.66	.36	69.91	115
A0041	Refer clients to other supportive agencies	58.96	.61	.36	70.27	
E0297	Assemble records of trials	50.00	.71	.36	70.63	
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	31.34	1.13	.36	70.99	
A0030	Prepare briefings, other than professional military education (PME) briefings	61.94	.57	.35	71.34	
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	35.82	.98	.35	71.69	120
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	55.97	.63	.35	72.04	
A0019	Hand-carry priority communications or documents to internal action offices	47.76	.72	.34	72.38	
C0142	Monitor pretrial restraint or posttrial confinement	57.46	.58	.33	72.72	
C0133	Develop court-martial processing checklists	54.48	.61	.33	73.05	
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	46.27	.71	.33	73.38	125
B0059	Conduct will executions	45.52	.72	.33	73.71	
C0143	Monitor status of excess leave personnel	52.99	.61	.32	74.03	
C0222	Procure physical evidence for trials	55.97	.58	.32	74.36	
C0122	Conduct Article 137, UCMJ, briefings	50.00	.65	.32	74.68	
C0197	Prepare or review pretrial confinement hearing reports	52.99	.61	.32	75.00	130
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	47.76	.68	.32	75.32	
B0054	Compile administrative involuntary discharge files	36.57	.88	.32	75.65	
C0116	Assist with pretrial confinement hearings	53.73	.60	.32	75.97	
C0180	Prepare or review certificates of correction	38.81	.81	.31	76.28	

B0109	Verify eligibility of clients for legal assistance	47.01	.66	.31	76.59	135
A0033	Prepare letters of appointment	54.48	.57	.31	76.90	
A0036	Process administrative orders	51.49	.60	.31	77.21	

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Number of Members: 134

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
C0123	Conduct First Term Airman Course (FTAC) briefings	44.78	.68	.30	77.52	
K0487	Conduct on-the-job training (OJT)	38.81	.77	.30	77.82	
C0249	Serve subpoenas on witnesses	45.52	.66	.30	78.12	140
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	43.28	.68	.29	78.41	
A0032	Prepare conference areas for briefings or meetings	53.73	.54	.29	78.70	
C0150	Perform trial team member activities	41.79	.69	.29	78.99	
A0018	Follow up on submitted travel vouchers	52.24	.55	.29	79.27	
A0047	Schedule office appointments	50.00	.57	.29	79.56	145
C0209	Process discharges or resignations in lieu of courts-martial	47.76	.59	.28	79.84	

Number of Members: 129

st0024

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Duty Level Job Description

Duty		Number of Tasks in Duty	Sorted Average Percent Time Spent by All Members	Cumulative Average Percent Time Spent by All Members
F	PERFORMING AIR FORCE CLAIMS ACTIVITIES	94	64.71	64.73
A	PERFORMING GENERAL PARALEGAL ACTIVITIES	49	13.81	78.55
B	PERFORMING CIVIL LAW ACTIVITIES	62	7.34	85.88
L	PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	54	5.06	90.94
C	PERFORMING MILITARY JUSTICE ACTIVITIES	142	3.41	94.36
K	PERFORMING TRAINING ACTIVITIES	21	2.49	96.85
I	PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES	12	1.00	97.85
H	PERFORMING OPERATIONAL LAW ACTIVITIES	38	.90	98.75
J	PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES	8	.62	99.37
D	PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES	38	.28	99.66
E	PERFORMING COURT REPORTING ACTIVITIES	18	.27	99.93
G	PERFORMING INTERNATIONAL LAW ACTIVITIES	21	.07	100.00

Number of Members: 129

st0024

Paralegal
Reported AFSC(s): 5J0X1

----- Print GROUP/STAGE Job Descriptions -----

DUTY and TASK performance data for the reported groups, based on background information listed below. Tasks are listed in DESCENDING order of PERCENT TIME SPENT.

Task Level Job Description

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0310	Adjudicate claims	96.90	1.71	1.66	1.66	
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	96.90	1.71	1.66	3.32	
F0314	Assemble claims files	95.35	1.62	1.54	4.86	
F0319	Brief claimants on claims filing procedures	94.57	1.57	1.49	6.35	
F0316	Assert carrier recovery claims	94.57	1.56	1.48	7.83	5
A0002	Answer customer service telephone calls	96.12	1.49	1.43	9.26	
F0320	Close out claims	96.12	1.47	1.42	10.67	
A0044	Retrieve data using computers	81.40	1.65	1.35	12.02	
F0383	Process rebuttals from carriers	91.47	1.44	1.31	13.33	
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	93.02	1.39	1.30	14.63	10
F0348	Prepare claims labels	95.35	1.34	1.28	15.91	
F0337	Perform follow-up actions on carrier recovery claims	88.37	1.39	1.23	17.14	
F0360	Prepare vouchers for payment of claims	93.02	1.30	1.21	18.36	
F0363	Prepare or review demand on carrier or contractor	87.60	1.36	1.19	19.55	
F0341	Perform follow-up actions on personnel claims	93.80	1.27	1.19	20.74	15
A0007	Compose or type administrative correspondence	82.95	1.42	1.18	21.92	
F0347	Prepare claims inspection memorandums	91.47	1.28	1.17	23.09	
F0380	Process personnel claims, other than for clothing	86.05	1.36	1.17	24.27	
F0321	Conduct claims inspections	93.02	1.25	1.16	25.43	
F0369	Process carrier recovery claims for settlements	86.82	1.33	1.16	26.58	20
F0403	Verify identity of claimants	90.70	1.27	1.15	27.74	
F0384	Process reconsiderations from claimants	94.57	1.19	1.12	28.86	
F0324	Determine chapter for claims	95.35	1.17	1.12	29.98	
F0325	Determine claims jurisdiction	97.67	1.10	1.08	31.06	
F0372	Process claims payment vouchers	86.82	1.24	1.08	32.13	25
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	90.70	1.15	1.05	33.18	
F0335	Perform claims legal research	83.72	1.24	1.04	34.21	
F0402	Transfer claims using AETCIMS	85.35	1.08	1.03	35.24	

F0322	Conduct claims investigations	89.92	1.14	1.02	36.27	
F0395	Review completed claims files prior to payment	75.97	1.35	1.02	37.29	30
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	89.15	1.12	1.00	38.29	

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Number of Members: 129

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Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
F0344	Prepare carrier recovery claims for setoffs	84.50	1.16	.98	39.27	
F0315	Assemble investigative files on potential claims	86.05	1.11	.96	40.23	
F0346	Prepare claims for transmittal	86.05	1.07	.92	41.15	
F0399	Review security forces blotters for potential claims	78.29	1.13	.88	42.03	35
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	75.19	1.17	.88	42.91	
F0311	Analyze claims management data listings or reports	74.42	1.17	.87	43.78	
F0312	Annotate claims funds logs	76.74	1.13	.87	44.65	
F0333	Maintain potential claims files	84.50	1.01	.85	45.50	
F0345	Prepare claimant instruction packets	85.27	.99	.84	46.34	40
F0334	Negotiate claims settlements	69.77	1.19	.83	47.17	
F0340	Perform follow-up actions on incomplete mail-in claims	81.40	1.01	.82	47.99	
F0365	Prepare or review settlement agreements	71.32	1.15	.82	48.81	
F0361	Prepare and process unearned transportation charges	75.97	1.07	.82	49.63	
B0110	Witness execution of wills	76.74	1.03	.79	50.42	45
F0331	Maintain claims funds logs	71.32	1.10	.78	51.21	
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	69.77	1.11	.77	51.98	
A0038	Process incoming or outgoing electronic mail	61.24	1.26	.77	52.75	
F0313	Approve claims	62.02	1.23	.76	53.51	
F0398	Review payments from claimants' insurers	74.42	1.00	.75	54.26	50
F0381	Process personnel clothing claims	76.74	.97	.74	55.00	
B0065	Notarize documents	78.29	.95	.74	55.74	
B0111	Witness signing of legal documents	75.97	.97	.74	56.48	
F0362	Prepare or review claims activity reports	67.44	1.08	.73	57.21	
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	73.64	.95	.70	57.91	55
F0401	Suspense payment vouchers	63.57	1.06	.68	58.58	
A0048	Search directives, files, or legal references for information, such as opinions or decisions	58.14	1.15	.67	59.25	
B0086	Prepare or review powers of attorney	68.99	.97	.67	59.92	
F0370	Process carrier recovery insurance claims	66.67	1.00	.67	60.58	
A0045	Review suspense dates	56.59	1.17	.66	61.25	60
F0374	Process federal tort claims	61.24	1.08	.66	61.90	
F0357	Prepare seven-point memorandums	66.67	.95	.64	62.54	
F0326	Develop claims checklists	69.77	.91	.63	63.17	
F0391	Procure statements in support of claims	58.14	1.08	.63	63.80	
A0047	Schedule office appointments	62.79	.99	.62	64.42	65
B0064	Maintain notary logs	74.42	.83	.62	65.04	
B0053	Brief clients on powers of attorney	68.99	.89	.61	65.65	
K0487	Conduct on-the-job training (OJT)	49.61	1.19	.59	66.24	
F0327	Edit claims management products	57.36	.98	.56	66.80	
F0323	Coordinate claims with other investigative agencies	72.09	.77	.56	67.36	70
B0109	Verify eligibility of clients for legal assistance	58.14	.94	.55	67.91	
F0392	Reconcile claims funds logs	57.36	.95	.55	68.45	
A0048	Sort and distribute incoming mail	62.78	.86	.54	68.99	

A0041	Refer clients to other supportive agencies	67.44	.79	.53	69.53	
B0059	Conduct will executions	58.91	.90	.53	70.06	75
F0317	Assert government (G) claims	58.91	.88	.52	70.58	

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Number of Members: 129

st0024

Task	Task Statement	Percent of Members Performing	Avg Pct Time Spent by Mbrs Performing	Sorted	Cumulative Avg Pct Time Spent by All Members	Task Seq Num
				Avg Pct Time Spent by All Members		
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	55.81	.92	.51	71.09	
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	58.91	.85	.50	71.59	
F0364	Prepare or review requests for claims funds	55.04	.86	.48	72.06	
A0008	Conduct client interviews, other than for preparation of simple wills	48.84	.95	.46	72.53	80
F0375	Process G claims	55.81	.81	.45	72.98	
F0338	Perform follow-up actions on G claims	53.49	.84	.45	73.43	
A0030	Prepare briefings, other than professional military education (PME) briefings	60.47	.74	.45	73.88	
F0397	Review direct procurement method (DPM) contracts	51.94	.85	.44	74.32	
F0328	Follow up on other investigative agencies' investigations	53.49	.80	.43	74.75	85
A0006	Compile statistical data	54.26	.77	.42	75.17	
F0332	Maintain disaster response kits	62.79	.65	.41	75.57	
A0001	Administer client questionnaires	51.94	.77	.40	75.97	
F0379	Process nonappropriated funds claims	52.71	.71	.38	76.35	
I0471	Maintain administrative files	37.98	.98	.37	76.72	90
F0336	Perform Disaster Control Group (DCG) duties	48.84	.72	.35	77.07	
A0026	Maintain office computer systems	29.46	1.07	.31	77.39	
K0499	Maintain training records or files	32.56	.95	.31	77.70	
A0024	Log or suspense incoming correspondence	41.09	.71	.29	77.99	
B0051	Assist in preparation of legal assistance cards	41.09	.68	.28	78.27	95
L0516	Determine or establish work assignments or priorities	31.78	.87	.28	78.55	
L0551	Write inspection reports	27.13	1.02	.28	78.82	
F0355	Prepare requests for assistance from other agencies for claims administration inspections	39.53	.69	.27	79.10	
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)	34.11	.77	.26	79.36	
K0489	Determine training requirements	26.36	.93	.25	79.60	100
L0555	Write or indorse military performance reports	27.13	.89	.24	79.85	

Report Option Table for Modules

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Report Option Table for Tasks

Option	Status
Primary Sort	Inventory Sequence
Secondary Sort	Not Used
Print Suppress	Not Used

Description of Reported Module Factors

Col	Factor	Source vector	Title	Number Members	-----	Based on All	Tasks Within	Range	-----
						Mean	S.D.	Max	Min Valid
1	TITLE		Module Statement						

Description of Reported Task Factors

1	TITLE		Task Statement								
2	F0079	ST0031/PMP	CS0001 Stage 31: ps0002	18 to	26	9	6.92	18.86	100.00	.00	557
3	F0080	ST0022/PMP	CS0001 Stage 22: ps0002	31 to	85	55	12.06	19.20	100.00	.00	557
4	F0081	ST0042/PMP	CS0001 Stage 42: ps0002	86 to	92	7	12.18	23.05	100.00	.00	557
5	F0082	ST0021/PMP	CS0001 Stage 21: ps0002	95 to	171	77	20.69	24.63	93.51	.00	557
6	F0086	ST0044/PMP	CS0001 Stage 44: ps0002	172 to	200	29	16.75	27.44	100.00	.00	557
7	F0087	ST0009/PMP	CS0001 Stage 9: ps0002	201 to	334	134	23.72	27.42	95.52	.00	557
8	F0090	ST0024/PMP	CS0001 Stage 24: ps0002	335 to	463	129	19.11	26.31	97.67	.00	557

AFSC 5J0X1 tasks are presented in USAF Job Inventory order under Duty headings.

The percent of Specialty Job group members performing each task is presented to the right of each task.

Note that tasks are listed in alphabetical order under each Duty heading so that tasks may be easily located and cross-referenced. Differences between groups may be highlighted where there are large differences in percent members performing each task across the various groups.

D

T Tsk		INS	CIV	OP	OFF	DEF	MIL	CLA
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS	IMS

A PERFORMING GENERAL PARALEGAL ACTIVITIES

A0001	Administer client questionnaires	33	56	29	22	86	26	52
A0002	Answer customer service telephone calls	44	93	86	70	97	73	96
A0003	Brief or assist clients in filing electronic income tax returns	11	33	0	19	0	6	12
A0004	Brief or assist clients on preparation of income tax returns	11	27	0	18	0	6	9
A0005	Brief or assist clients with Internal Revenue Service (IRS) audits	0	16	0	8	0	1	2
A0006	Compile statistical data	44	80	71	83	93	63	54
A0007	Compose or type administrative correspondence	44	85	100	87	100	76	83
A0008	Conduct client interviews, other than for preparation of simple wills	0	45	29	26	100	32	49
A0009	Conduct random spot-checks of law library	11	36	0	38	90	9	17
A0010	Conduct witness interviews	0	29	29	13	93	54	35
A0011	Coordinate adverse actions with base agencies	0	13	0	32	52	69	11
A0012	Develop local office programs for computers, such as spreadsheets	11	36	43	61	62	32	31
A0013	Dispose of law library publications	0	36	0	19	83	14	16
A0014	Dispose of obsolete or excess publications, other than law library	0	35	0	23	76	15	12
A0015	Dispose of unclassified files	11	40	43	48	83	37	38
A0016	Establish law library publications checkout procedures	0	27	0	13	52	7	11
A0017	Establish reading files	0	27	0	55	45	13	14
A0018	Follow up on submitted travel vouchers	0	7	14	75	90	52	12
A0019	Hand-carry priority communications or documents to internal action offices	11	33	43	52	38	48	26
A0020	Initiate requisitions for equipment, supplies, forms, or publications	0	35	43	78	93	28	25
A0021	Inventory equipment or supplies	11	38	43	64	97	31	29
A0022	Inventory law library publications	11	36	0	18	97	10	16
A0023	Inventory network resource allocation management	0	27	0	57	87	13	21

system (NetRAMS)

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T Tsk		INS	CIV	OP	OFF	DEF	MIL	CLA
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS	IMS
A0024	Log or suspense incoming correspondence	11	67	14	69	52	34	41
A0025	Maintain law library resources	0	40	0	13	93	10	16
A0026	Maintain office computer systems	0	24	29	58	97	25	29
A0027	Maintain suspense files of newly purchased materials	0	24	0	44	59	13	11
A0028	Make lodging or transportation arrangements	56	25	43	51	100	71	19
A0029	Post changes to publications	11	36	0	16	72	16	12
A0030	Prepare briefings, other than professional military education (PME) briefings	67	56	71	81	93	62	60
A0031	Prepare certificates of transfer	0	11	0	14	45	19	13
A0032	Prepare conference areas for briefings or meetings	33	42	29	75	69	54	38
A0033	Prepare letters of appointment	11	44	29	73	83	54	29
A0034	Prepare status reports on receipt or nonreceipt of publications	0	13	0	12	38	6	4
A0035	Prepare witness travel orders	0	7	0	16	0	73	5
A0036	Process administrative orders	11	20	14	55	66	51	12
A0037	Process congressional or high-level inquiries	0	16	14	22	10	7	5
A0038	Process incoming or outgoing electronic mail	44	67	71	87	97	68	61
A0039	Procure nonstandard office supplies, such as foreign publications	0	15	0	13	17	3	6
A0040	Procure supplies with International Merchants Purchase Authorization Card (IMPAC)	0	24	57	47	79	22	21
A0041	Refer clients to other supportive agencies	0	85	71	65	93	59	67
A0042	Request building or grounds maintenance	11	27	0	69	66	16	19
A0043	Request information from Federal Legal Information Through Electronics (FLITE) system	67	64	29	68	79	48	56
A0044	Retrieve data using computers	78	80	86	94	97	77	81
A0045	Review suspense dates	56	71	57	88	55	52	57
A0046	Schedule conferences	0	24	0	69	48	26	12
A0047	Schedule office appointments	22	67	43	68	100	50	63
A0048	Search directives, files, or legal references for information, such as opinions or decisions	67	64	71	64	79	54	58
A0049	Sort and distribute incoming mail	0	69	29	68	97	43	63

B PERFORMING CIVIL LAW ACTIVITIES

B0050	Assist in aircraft or missile mishap investigations	0	9	0	5	0	7	13
B0051	Assist in preparation of legal assistance cards	0	84	29	26	24	33	41
B0052	Assist in preparation of Legal Information Online System (LIONS)	0	80	43	35	0	28	37
B0053	Brief clients on powers of attorney	0	96	57	57	38	58	69
B0054	Compile administrative involuntary discharge files	0	16	0	5	14	37	9
B0055	Conduct internal investigations concerning environmental law issues	0	7	0	0	0	1	0
B0056	Conduct preventive law briefings	0	40	29	22	48	16	12
B0057	Conduct surveys concerning environmental law issues	0	9	0	0	0	0	0
B0058	Conduct will briefings	0	55	28	28	0	26	27

B0059 Conduct will executions

0 76 29 55 3 46 59

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D							
T Tsk		INS	CIV	OP	OFF	DEF	MIL
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS
							IMS
B0060	Conduct external investigations concerning environmental law issues	0	4	0	0	0	0
B0061	Coordinate Juvenile Corrections Board (JCB) hearings with other base agencies	0	11	0	6	0	2
B0062	Interview clients for preparation of simple wills	0	45	0	19	0	15
B0063	Maintain legal assistance records	0	80	29	23	41	27
B0064	Maintain notary logs	11	100	71	60	52	74
B0065	Notarize documents	0	100	71	68	59	78
B0066	Prepare miscellaneous legal reviews	0	67	29	29	3	23
B0067	Prepare simple wills	0	38	0	16	0	13
B0068	Prepare support documents for special security files	0	9	14	1	0	1
B0069	Prepare wills with trusts	0	11	0	4	0	2
B0070	Prepare and review responses concerning environmental law issues	0	9	0	0	0	1
B0071	Prepare documentation for off-duty employment applications	0	60	43	27	0	16
B0072	Prepare or process documentation for decredentiaing boards	0	4	0	0	3	0
B0073	Prepare or review barment documents	0	40	14	12	7	5
B0074	Prepare or review dependent misconduct actions	0	29	14	8	0	3
B0075	Prepare or review general investigative reports	0	27	0	18	21	12
B0076	Prepare or review legal assistance reports	0	64	14	39	10	12
B0077	Prepare or review legal reviews of line-of-duty (LOD) determinations	11	51	0	10	14	9
B0078	Prepare or review legal reviews of reports of survey	11	53	0	14	14	3
B0079	Prepare or review legal reviews of actions, such as administrative discharges or demotions	0	24	0	14	21	6
B0080	Prepare or review legal reviews of fundraising activities	0	51	0	18	0	7
B0081	Prepare or review legal reviews of private organizations	0	49	0	17	0	5
B0082	Prepare or review legal reviews of requests, such as for Freedom of Information Act (FOIA) or Privacy Act	0	51	0	10	0	4
B0083	Prepare or review letters requesting financial disclosure statements	0	36	0	9	0	3
B0084	Prepare or review litigation reports	0	7	0	4	7	1
B0085	Prepare or review magistrate court documents	0	22	0	5	3	0
B0086	Prepare or review powers of attorney	0	98	71	57	24	69
B0087	Prepare or review preventive law bulletins	11	38	14	16	7	7
B0088	Prepare or review preventive law handbook factsheets	0	47	14	14	14	7
B0089	Prepare or review preventive law newsletters	0	38	14	16	3	6
B0090	Prepare or review preventive law newspaper articles	0	44	14	21	14	9
B0091	Prepare or review revocation documents	0	29	29	6	3	2
B0092	Process Article 138, Uniform Code of Military Justice (UCMJ), complaints	0	7	0	4	3	2
B0093	Process civilian real estate reimbursement claims	0	16	0	1	0	5
B0094	Process contracts	0	11	0	1	0	1

B0095	Process dependent misconduct actions	0	15	14	4	0	2	2
B0096	Process financial disclosure statements	0	24	0	1	0	1	3
B0097	Process FOIA or Privacy Act requests	0	42	0	5	3	4	5

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T Tsk
Y Nbr

Task Title

INS CIV OP OFF DEF MIL CLA
TR LAW LAW MGR PAR JUS IMS

B0098	Process general investigative reports	0	20	0	9	0	16	9
B0099	Process requests for release of military personnel to civilian authorities	0	4	14	1	3	5	0
B0100	Process revocation actions	0	16	29	3	3	4	2
B0101	Process special security files	0	7	0	0	0	3	0
B0102	Procure board members for administrative discharge boards	0	11	0	1	0	21	3
B0103	Provide administrative support for flying evaluation boards (FEBs)	0	4	0	3	10	5	1
B0104	Provide support for administrative discharge boards	0	16	0	6	45	31	5
B0105	Review legal reviews of off-duty employment	0	56	29	17	0	4	9
B0106	Review special security files	0	7	29	1	0	2	2
B0107	Schedule military law seminars	0	11	0	17	0	7	1
B0108	Serve as assistant government representative during administrative discharge boards	0	4	0	0	0	4	0
B0109	Verify eligibility of clients for legal assistance	0	87	43	53	38	47	58
B0110	Witness execution of wills	0	89	57	60	7	73	77
B0111	Witness signing of legal documents	0	89	71	61	14	72	76

C PERFORMING MILITARY JUSTICE ACTIVITIES

C0112	Analyze Automated Military Justice Analysis and Management System (AMJAMS) reports	11	7	0	68	0	89	12
C0113	Analyze statistics of Driving Under the Influence (DUI) violations	0	4	14	12	3	46	3
C0114	Arrange for service appellate court decisions on accused	0	0	0	3	0	34	2
C0115	Arrange for supervisory reviews of summary court-martial records of trials	0	0	0	5	0	40	2
C0116	Assist with pretrial confinement hearings	0	0	0	3	34	54	3
C0117	Authenticate court-martial orders	0	0	0	12	0	31	1
C0118	Brief organizations on Article 15, UCMJ, procedures	0	11	0	19	38	68	10
C0119	Compile Article 15, UCMJ, supportive evidence	0	7	0	13	14	74	9
C0120	Complete Article 15, UCMJ, processing checklist procedures	0	7	0	13	7	81	9
C0121	Complete court-martial processing checklist procedures	0	0	0	9	21	84	9
C0122	Conduct Article 137, UCMJ, briefings	0	4	0	17	0	50	11
C0123	Conduct First Term Airman Course (FTAC) briefings	0	15	0	23	90	45	12
C0124	Coordinate appointment or assumption of command orders with appropriate agencies	0	13	0	14	0	43	7
C0125	Coordinate disposals of physical evidence with base agencies	0	4	0	4	0	38	5
C0126	Coordinate individual case dockets with defense council circuit	0	2	0	6	10	37	5
C0127	Coordinate preferral of charges on pretrial confinees with commanders	0	0	0	4	0	58	4

C0128 Coordinate serving of charges on accused with trial
 counsel or unit personnel

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T Tsk		INS	CIV	OP	OFF	DEF	MIL	CLA
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS	IMS
C0129	Coordinate servings of court decisions on accused with confinement authorities or unit personnel	0	0	0	4	14	63	5
C0130	Coordinate witness fundings with appropriate agencies	0	2	0	23	7	74	6
C0131	Copy records of trial	0	5	0	6	7	67	5
C0132	Develop Article 15, UCMJ, processing checklists	0	5	0	8	7	57	8
C0133	Develop court-martial processing checklists	0	0	0	9	14	54	6
C0134	Dispose of physical evidence	0	2	0	3	7	31	5
C0135	Distribute court-martial orders	0	0	0	5	0	81	7
C0136	Distribute court-martial records of trials to reviewing authorities	0	4	0	5	0	80	6
C0137	Draft charges and specifications for actions, other than court-martial actions	0	4	0	5	0	78	9
C0138	Draft charges and specifications for court-martial actions	0	2	0	6	0	78	5
C0139	Edit AMJAMS products	0	5	0	17	0	86	12
C0140	Input AMJAMS data	11	5	0	21	0	96	13
C0141	Monitor offenses to ensure timely initiation of Article 15, UCMJ, actions	0	7	0	18	3	81	10
C0142	Monitor pretrial restraint or posttrial confinement	0	0	0	9	14	57	4
C0143	Monitor status of excess leave personnel	0	0	0	4	0	53	5
C0144	Monitor status of DUI violations	0	5	14	5	3	36	4
C0145	Monitor urinalysis programs	0	2	0	1	0	17	2
C0146	Monitor victim and witness assistance program (VWAP)	0	13	0	10	0	31	11
C0147	Monitor and report on special interest cases	0	5	14	23	17	66	6
C0148	Notify participants of courts-martial or boards	0	11	0	3	17	76	9
C0149	Perform military justice legal research	22	5	29	13	41	73	9
C0150	Perform trial team member activities	0	5	29	3	21	42	4
C0151	Prepare administrative hold or release letters	0	5	14	4	0	80	9
C0152	Prepare advice on orders for rehearings	0	0	0	1	0	15	1
C0153	Prepare annual VWAP report	0	13	0	6	0	15	9
C0154	Prepare case briefs	0	0	14	1	10	14	2
C0155	Prepare courtrooms for proceedings	0	9	14	12	0	77	8
C0156	Prepare excess leave documentation	0	0	0	3	0	66	5
C0157	Prepare findings worksheets	0	2	0	3	0	67	5
C0158	Prepare headquarters analyses of Article 15, UCMJ, AMJAMS inputs	0	2	0	4	0	32	3
C0159	Prepare notification documents of court-martial results for Defense Finance and Accounting Service (DFAS) and Air Force Personnel Center (AFPC)	0	2	0	3	0	61	5
C0160	Prepare punishment recommendations to commander concerning Article 15, UCMJ, actions	0	5	0	4	3	63	9
C0161	Prepare requests for country clearances for witnesses	0	2	0	0	0	11	2
C0162	Prepare sentencing worksheets	0	0	0	3	0	66	5
C0163	Prepare trial folders	0	0	14	4	38	76	9
C0164	Prepare witness payment vouchers	0	2	0	4	7	70	6
C0165	Prepare or distribute AF Forms 1359 (Report of Results of Trial)	0	0	0	5	0	76	7

C0166 Prepare or process releases for court-martial or board
members

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Tsk Y Nbr	Task Title	INS TR	CIV LAW	OP LAW	OFF MGR	DEF PAR	MIL JUS	CLA IMS
C0167	Prepare or review AF Forms 304 (Request for Appellate Defense Counsel)	0	2	0	8	7	67	5
C0168	Prepare or review amendments to court-martial convening orders	0	0	0	13	0	75	4
C0169	Prepare or review applications for relief under Article 69, UCMJ	0	0	0	4	7	26	2
C0170	Prepare or review Article 15, UCMJ, appeal actions	0	9	0	19	38	78	9
C0171	Prepare or review Article 15, UCMJ, appellate actions	0	7	0	17	3	67	8
C0172	Prepare or review Article 15, UCMJ, base activity reports	0	5	0	27	3	67	7
C0173	Prepare or review Article 15, UCMJ, decision letters	0	9	0	17	3	64	7
C0174	Prepare or review Article 15, UCMJ, mitigation actions	0	9	0	17	17	70	6
C0175	Prepare or review Article 15, UCMJ, punishments	0	11	0	18	24	83	10
C0176	Prepare or review Article 15, UCMJ, remission actions	0	7	0	16	21	78	6
C0177	Prepare or review Article 15, UCMJ, set aside actions	0	5	0	17	17	76	8
C0178	Prepare or review Article 15, UCMJ, suspension actions	0	7	0	17	24	81	9
C0179	Prepare or review Article 15, UCMJ, vacation actions	0	7	0	17	24	82	9
C0180	Prepare or review certificates of correction	0	4	0	9	3	39	2
C0181	Prepare or review convening authority actions on individual military defense counsel requests	0	0	0	9	10	41	2
C0182	Prepare or review court-martial actions of convening authorities	0	0	0	29	3	69	4
C0183	Prepare or review court-martial base activities reports	0	2	0	26	0	52	4
C0184	Prepare or review court-martial convening orders	0	2	0	27	3	80	6
C0185	Prepare or review court-martial promulgating orders	0	2	0	32	3	78	6
C0186	Prepare or review DD Forms 2707 (Confinement Order)	11	0	0	12	0	77	7
C0187	Prepare or review DD Forms 453 (Subpoena for Court-Martial Witness)	0	0	0	12	0	63	6
C0188	Prepare or review DD Forms 456 (Interrogatories and Deposition)	0	0	0	6	0	19	1
C0189	Prepare or review DD Forms 458 (Charge Sheet)	11	2	14	23	10	88	9
C0190	Prepare or review delay requests	0	2	0	9	66	64	5
C0191	Prepare or review depositions	0	0	0	5	3	30	2
C0192	Prepare or review discovery requests	0	2	14	8	59	63	4
C0193	Prepare or review flimsies	0	0	0	9	10	73	6
C0194	Prepare or review indorsements referring charges to Article 32, UCMJ, investigating officers	11	0	0	8	10	74	5
C0195	Prepare or review invitational travel orders	0	2	0	32	3	65	5
C0196	Prepare or review letters concerning submission of matters to convening authority	0	0	0	13	17	72	5
C0197	Prepare or review pretrial confinement hearing reports	0	0	0	5	17	53	2
C0198	Prepare or review proposed court-martial member lists	0	0	0	19	10	78	7
C0199	Prepare or review requests for recall of reservists to active duty for courts-martial	0	0	0	5	0	22	2
C0200	Prepare or review requests to proceed to try personnel with specialized security clearances	0	4	0	4	0	34	2

C0201	Prepare or review serious incident reports (SIRs)	0	5	14	12	0	54	6
C0202	Prepare or review Staff Judge Advocate advice, addendums, or recommendations	0	0	0	18	3	70	7

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T Tsk		INS	CIV	OP	OFF	DEF	MIL	CLA
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS	IMS
C0203	Prepare or review stipulations	0	2	14	5	17	36	2
C0204	Prepare or review supplementary court-martial orders	0	0	0	18	0	58	3
C0205	Process Article 15, UCMJ, appeal actions	0	5	0	6	10	68	9
C0206	Process Article 32, UCMJ, investigations	0	0	0	3	0	54	4
C0207	Process computer-generated AMJAMS reports for distribution	0	2	0	8	0	72	6
C0208	Process court-martial promulgating orders	0	0	0	8	0	72	5
C0209	Process discharges or resignations in lieu of courts-martial	0	2	0	3	10	48	5
C0210	Process discovery requests	0	0	14	4	41	54	5
C0211	Process excess leave documentation	0	0	0	5	0	62	5
C0212	Process post-trial materials submitted by accused	0	0	0	5	24	67	6
C0213	Process pretrial agreements	0	0	0	5	17	57	5
C0214	Process requests for individual military defense counsel	0	0	0	3	41	38	3
C0215	Process supportive documentation for appropriateness of Article 15, UCMJ, actions	0	5	0	4	17	57	7
C0216	Process VWAP forms	0	13	0	3	0	37	10
C0217	Process witness payment vouchers	0	0	0	9	0	63	6
C0218	Process and distribute completed Article 15, UCMJ, actions, other than appeal actions	0	7	0	5	3	72	7
C0219	Procure convening authority approval of expert witnesses	0	0	0	4	0	66	4
C0220	Procure court-martial or board members	0	2	0	4	0	66	7
C0221	Procure military magistrates or judges for pretrial confinement hearings	0	0	0	1	0	43	2
C0222	Procure physical evidence for trials	0	2	14	5	21	56	8
C0223	Procure and brief individuals for bailiff duties	0	4	0	5	0	70	10
C0224	Report data on DUI violations	0	4	0	6	0	35	3
C0225	Request civilian witnesses for courts-martial	0	0	14	6	28	69	6
C0226	Request extracts of investigations, such as Office of Special Investigation (OSI) reports	0	2	14	4	34	56	6
C0227	Request military witnesses for courts-martial	0	0	14	4	45	70	8
C0228	Request records of prior disciplinary actions	0	5	0	9	38	77	10
C0229	Request reports on individual personnel (RIPs)	0	9	0	14	17	78	10
C0230	Request witness fundings	0	0	0	12	7	69	7
C0231	Research charges and specifications for court-martial actions	0	5	0	6	14	66	6
C0232	Review allied papers for insertion in records of trial	0	2	14	5	3	55	5
C0233	Review AMJAMS strength reports	0	2	0	31	0	72	12
C0234	Review appointment or assumption of command orders with appropriate agencies	0	7	0	13	0	55	5
C0235	Review charge sheets for accuracy and completeness	0	0	14	26	28	81	7
C0236	Review completed Article 15, UCMJ, actions for administrative accuracy and legal sufficiency	0	4	0	25	7	76	9
C0237	Review completed Article 15, UCMJ, AMJAMS inputs	0	0	0	18	0	81	10
C0238	Review court-martial or board member information	0	4	0	0	14	75	7

C0239 Review Daily Register of Transactions on military
 justice actions

0 0 0 5 0 30 3

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T Tsk		INS	CIV	OP	OFF	DEF	MIL	CLA
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS	IMS
C0240	Review evidence to determine appropriateness for military justice actions	0	2	0	12	21	63	7
C0241	Review general or special court-martial orders for administrative accuracy and legal sufficiency	0	2	0	23	0	64	5
C0242	Review records of trial by courts-martial for administrative accuracy and legal sufficiency	0	2	0	18	7	57	5
C0243	Review RIPs for courts-martial	0	0	0	13	24	79	6
C0244	Review security forces blotters for potential disciplinary actions	0	9	14	30	7	71	8
C0245	Review trial briefs	0	0	14	5	3	16	1
C0246	Review unfavorable information files (UIFs)	0	7	14	8	21	60	8
C0247	Serve appellate court decisions on accused	0	0	0	4	0	41	2
C0248	Serve records of trial on accused	0	0	0	4	0	73	4
C0249	Serve subpoenas on witnesses	0	0	14	3	0	46	1
C0250	Serve as VWAP coordinator	0	13	14	4	0	22	9
C0251	Suspense or follow up on military justice actions	0	5	0	25	7	70	8
C0252	Transmit Article 15, UCMJ, actions using AF Forms 1373 (MPO Document Control Log - Transmittal)	0	2	0	3	0	71	9
C0253	Verify availability of court-martial or board members	0	5	0	4	0	73	8

D PERFORMING DEFENSE PARALEGAL (DP) ACTIVITIES

D0254	Compile investigative materials	0	2	29	5	69	37	9
D0255	Conduct initial reviews of adverse actions	0	4	0	4	69	27	5
D0256	Coordinate case loads with base law office personnel	0	5	0	16	52	21	5
D0257	Coordinate individual case dockets with legal office or circuit courts	0	0	0	3	62	26	2
D0258	Establish eligibility of clients for defense services	0	4	0	6	97	13	1
D0259	Maintain defense counsel case dockets	0	0	0	3	76	6	0
D0260	Prepare or review administrative actions, such as Letters of Reprimand (LORs), Letters of Admonishment (LOAs), and Letters of Counseling (LOCs)	0	4	0	13	90	26	5
D0261	Prepare or review Article 15 responses	0	4	0	4	97	35	2
D0262	Prepare or review case summary reports	0	0	0	4	41	18	1
D0263	Prepare or review case witness statements	0	4	14	3	72	24	2
D0264	Prepare or review client assistance records	0	4	0	8	76	7	2
D0265	Prepare or review client responses for discharge actions	0	5	0	3	97	14	2
D0266	Prepare or review client statements	0	4	0	3	97	16	2
D0267	Prepare or review DD Forms 1722 (Request for Trial Before Military Judge Alone)	0	0	0	4	48	18	1
D0268	Prepare or review defense paralegal (DP) training reports	0	0	0	14	66	4	0
D0269	Prepare or review deferment of forfeitures or reduction in grade	0	0	0	4	72	23	1
D0270	Prepare or review initial case analyses	0	0	0	3	38	13	1

D0271	Prepare or review motions	0	0	14	4	45	9	0
D0272	Prepare or review office activity reports	0	2	0	21	72	11	2

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T Tsk		INS	CIV	OP	OFF	DEF	MIL	CLA
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS	IMS
D0273	Prepare or review petitions for new trials	0	0	0	3	3	8	0
D0274	Prepare or review petitions for rehearings	0	0	0	3	3	7	0
D0275	Prepare or review petitions for reviews by courts of military appeals	0	0	0	3	7	7	0
D0276	Prepare or review post-trial clemency evaluations	0	0	0	4	69	23	1
D0277	Prepare or review pretrial agreements	0	0	0	4	52	25	2
D0278	Prepare or review reenlistment denials	0	5	0	3	62	6	0
D0279	Prepare or review report of survey determinations	0	7	0	4	62	4	1
D0280	Prepare or review requests for deferment of confinement	0	0	0	5	66	18	1
D0281	Prepare or review requests for delay actions	0	2	0	5	90	20	0
D0282	Prepare or review requests for discharge or resignation in lieu of courts-martial	0	2	0	4	59	27	2
D0283	Prepare or review requests for individual military defense counsel	0	0	0	5	59	9	0
D0284	Prepare or review responses to miscellaneous legal reviews	0	9	0	10	45	17	1
D0285	Prepare or review responses to Staff Judge Advocate recommendations	0	0	0	6	38	33	1
D0286	Prepare or review responses to pretrial advice	0	0	0	4	34	26	1
D0287	Prepare or review withdrawals of petitions for reviews	0	0	0	4	7	7	0
D0288	Prepare or review witness affidavits	0	0	14	5	59	19	0
D0289	Process request for defense witnesses	0	2	0	1	62	25	1
D0290	Schedule client appointments	0	7	14	17	93	23	11
D0291	Suspense Article 15, UCMJ, for follow-up on supplemental actions	0	4	0	1	55	31	2

E PERFORMING COURT REPORTING ACTIVITIES

E0292	Assemble documentation for administrative board actions	0	7	0	0	45	17	4
E0293	Assemble documentation for Article 32, UCMJ, investigations	0	0	14	1	41	37	3
E0294	Assemble documentation for collateral investigations	0	0	0	0	14	7	2
E0295	Assemble documentation FEB actions	0	0	0	0	7	3	2
E0296	Assemble documentation for miscellaneous proceedings	0	5	0	0	31	14	2
E0297	Assemble records of trials	0	4	0	4	0	50	5
E0298	Authenticate records of trials	0	4	0	0	7	7	1
E0299	Maintain court files or tapes	0	5	0	1	7	24	2
E0300	Maintain court reporter logs	0	5	0	0	0	4	2
E0301	Mark exhibits	0	9	0	1	79	42	8
E0302	Prepare or review court reporter chronologies	0	4	0	5	7	14	2
E0303	Procure photographs of physical evidence	0	2	14	1	38	40	6
E0304	Record miscellaneous proceedings, such as for FEBs, Medical Evaluation Boards (MEBs), or Aircraft Accident Investigation Boards (AIBs)	0	0	0	0	7	3	2

E0305	Record proceedings	0	2	0	3	0	5	2
E0306	Set up court reporting equipment	0	5	0	9	0	7	5

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T Tsk		INS	CIV	OP	OFF	DEF	MIL	CLA
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS	IMS
E0307	Transcribe proceedings	0	7	0	3	0	4	1
E0308	Transcribe summarized records of trials	0	5	0	1	0	3	1
E0309	Transcribe verbatim records of trials	0	5	0	1	0	4	1

F PERFORMING AIR FORCE CLAIMS ACTIVITIES

F0310	Adjudicate claims	0	0	0	8	0	3	97
F0311	Analyze claims management data listings or reports	0	7	0	40	0	1	74
F0312	Annotate claims funds logs	0	0	0	5	0	1	77
F0313	Approve claims	0	5	0	42	0	1	62
F0314	Assemble claims files	0	0	0	5	0	3	95
F0315	Assemble investigative files on potential claims	0	2	0	3	0	3	86
F0316	Assert carrier recovery claims	0	2	0	5	0	2	95
F0317	Assert government (G) claims	0	0	0	3	0	0	59
F0318	Assert hospital recovery claims	0	2	0	0	0	0	25
F0319	Brief claimants on claims filing procedures	0	5	0	17	0	4	95
F0320	Close out claims	0	2	0	5	0	2	96
F0321	Conduct claims inspections	0	2	0	6	0	3	93
F0322	Conduct claims investigations	0	2	0	4	0	3	90
F0323	Coordinate claims with other investigative agencies	0	2	0	3	0	1	72
F0324	Determine chapter for claims	0	2	0	10	0	1	95
F0325	Determine claims jurisdiction	0	4	0	6	0	2	98
F0326	Develop claims checklists	0	0	0	6	0	1	70
F0327	Edit claims management products	0	2	0	9	0	0	57
F0328	Follow up on other investigative agencies' investigations	0	0	0	3	0	1	53
F0329	Follow up on personal injury questionnaires	0	0	0	0	0	0	27
F0330	Input data into Armed Forces Claims Information Management System (AFCIMS)	0	2	0	4	0	1	97
F0331	Maintain claims funds logs	0	0	0	4	0	1	71
F0332	Maintain disaster response kits	0	4	0	4	0	2	63
F0333	Maintain potential claims files	0	0	0	0	0	2	84
F0334	Negotiate claims settlements	0	2	0	5	0	1	70
F0335	Perform claims legal research	0	4	0	8	0	0	84
F0336	Perform Disaster Control Group (DCG) duties	0	2	14	5	0	2	49
F0337	Perform follow-up actions on carrier recovery claims	0	4	0	6	0	0	88
F0338	Perform follow-up actions on G claims	0	0	0	1	0	0	53
F0339	Perform follow-up actions on hospital recovery claims	0	2	0	1	0	0	27
F0340	Perform follow-up actions on incomplete mail-in claims	0	2	0	3	0	0	81
F0341	Perform follow-up actions on personnel claims	0	0	0	4	0	0	94
F0342	Perform Initial Response Team (IRT) duties	0	4	0	3	0	0	19
F0343	Pick up or turn-in items for salvage	0	2	0	1	0	0	35
F0344	Prepare carrier recovery claims for setoffs	0	2	0	6	0	1	84
F0345	Prepare claimant instruction packets	0	0	0	4	0	1	85
F0346	Prepare claims for transmittal	0	0	0	1	0	0	86
F0347	Prepare claims inspection memorandums	0	2	0	2	0	0	81

F0348	Prepare claims labels	0	2	0	3	0	1	95
F0349	Prepare DD Forms 1131 (Cash Collection Voucher)	0	2	0	3	0	0	89

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T Tsk		INS	CIV	OP	OFF	DEF	MIL	CLA
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS	IMS
F0350	Prepare DD Forms 1840/1840R (Joint Statement of Loss or Damage at Delivery)	0	7	0	8	0	1	93
F0351	Prepare documents or files for transmittal to US Attorney or Justice Department	0	2	0	1	0	0	24
F0352	Prepare Financial Management Service (FMS) Forms 195 (Judgment Fund Payment Request), 196 (Judgment Fund Award Data Sheet), or 197A (Voucher for Payment)	0	2	0	3	0	0	34
F0353	Prepare reports on potential claims of major accidents or incidents	0	0	0	0	0	0	29
F0354	Prepare requests for completion of personal injury questionnaires	0	2	0	0	0	0	26
F0355	Prepare requests for assistance from other agencies for claims administration inspections	0	2	0	1	0	0	40
F0356	Prepare salvage documents	0	0	0	1	0	0	31
F0357	Prepare seven-point memorandums	0	0	0	4	0	0	67
F0358	Prepare SF Forms 1145 (Voucher for Payment Under Federal Tort Claims Act)	0	0	0	1	0	0	59
F0359	Prepare Standard Forms (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal)	0	0	0	3	0	2	75
F0360	Prepare vouchers for payment of claims	0	2	0	5	0	2	93
F0361	Prepare and process unearned transportation charges	0	2	0	1	0	0	76
F0362	Prepare or review claims activity reports	0	4	0	26	0	0	67
F0363	Prepare or review demand on carrier or contractor	0	2	0	14	0	0	88
F0364	Prepare or review requests for claims funds	0	0	0	23	0	0	55
F0365	Prepare or review settlement agreements	0	0	0	10	0	0	71
F0366	Process admiralty claims	0	0	0	0	0	0	7
F0367	Process Air National Guard claims	0	0	0	0	0	0	19
F0368	Process Article 139, UCMJ, claims	0	0	0	1	0	0	15
F0369	Process carrier recovery claims for settlements	0	2	0	6	0	0	87
F0370	Process carrier recovery insurance claims	0	2	0	3	0	0	67
F0371	Process Civil Air Patrol claims	0	0	0	0	0	0	9
F0372	Process claims payment vouchers	0	0	0	5	0	1	87
F0373	Process claims under foreign claims act	0	0	14	0	0	0	21
F0374	Process federal tort claims	0	2	0	3	0	0	61
F0375	Process G claims	0	0	0	3	0	0	56
F0376	Process hospital recovery claims	0	2	0	0	0	0	23
F0377	Process international agreement claims	0	0	14	0	0	0	12
F0378	Process medical malpractice claims	0	4	0	0	0	0	18
F0379	Process nonappropriated funds claims	0	0	0	1	0	0	53
F0380	Process personnel claims, other than for clothing	0	0	0	5	0	0	86
F0381	Process personnel clothing claims	0	0	0	3	0	1	77
F0382	Process privately owned vehicle (POV) claims, such as for transportation, vandalism, or theft	0	2	0	4	0	1	91
F0383	Process rebuttals from carriers	0	4	0	8	0	1	91
F0384	Process reconsiderations from claimants	0	2	0	8	0	1	95
F0385	Process request for compromise of medical expenses	0	0	0	0	0	0	12
F0386	Process request for waiver of medical expenses	0	0	0	0	0	0	12

F0387	Process requests for advance payments	0	0	0	0	0	0	25
F0388	Process requests for emergency payments	0	0	0	1	0	0	22
F0389	Process requests for partial payment	0	2	0	1	0	0	26

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T Tsk		INS	CIV	OP	OFF	DEF	MIL	CLA
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS	IMS
F0390	Process use of government property claims	0	0	0	0	0	0	20
F0391	Procure statements in support of claims	0	0	0	3	0	0	58
F0392	Reconcile claims funds logs	0	0	0	6	0	0	57
F0393	Review AF Forms 1488 (Daily Log of Patients Treated for Injuries) for potential claims	0	2	0	1	0	0	27
F0394	Review AF Forms 438 (Medical Care Third Party Liability Notification) for potential claims	0	2	0	1	0	0	26
F0395	Review completed claims files prior to payment	0	2	0	19	0	1	76
F0396	Review DD Forms 788 (Private Vehicle Shipping Document for Automobile)	0	2	0	4	0	0	74
F0397	Review direct procurement method (DPM) contracts	0	2	0	4	0	0	52
F0398	Review payments from claimants' insurers	0	2	0	4	0	0	74
F0399	Review security forces blotters for potential claims	0	4	0	22	0	1	78
F0400	Suspense claims actions, such as salvage turn-ins or carrier recoveries	0	0	0	3	0	1	70
F0401	Suspense payment vouchers	0	0	0	3	0	1	64
F0402	Transfer claims using AFCIMS	0	5	0	3	0	1	95
F0403	Verify identity of claimants	0	4	0	12	0	2	91

G PERFORMING INTERNATIONAL LAW ACTIVITIES

G0404	Assemble or maintain lists of local national attorneys	0	11	14	1	7	1	3
G0405	Assemble or maintain lists of trial observers	0	2	14	0	0	1	1
G0406	Brief accused or unit personnel on international hold requirements or international law case requirements	0	4	14	0	3	0	1
G0407	Conduct prison visits	0	0	0	0	10	1	1
G0408	Conduct service of processes	0	2	0	0	0	0	0
G0409	Coordinate matters of international law or status of forces agreements (SOFAs) with local authorities	0	5	14	1	0	0	1
G0410	Determine jurisdiction of cases under SOFAs	0	4	14	3	0	0	2
G0411	Prepare reports on international agreements	0	2	14	1	0	0	2
G0412	Prepare requests or vouchers for payment of bail bond fees or other expenses	0	2	14	1	0	0	0
G0413	Prepare vouchers for local national attorneys	0	2	14	3	0	0	2
G0414	Prepare or review case files on individuals charged in foreign courts	0	2	29	1	0	0	1
G0415	Prepare or review custody release certificates	0	0	0	0	0	0	0
G0416	Prepare or review foreign criminal jurisdiction reports	0	4	29	3	0	0	2
G0417	Prepare or review notices to court prosecutors of designated trial observers	0	2	14	0	0	0	1
G0418	Prepare or review reports on personnel confined in foreign penal institutions	0	2	14	1	0	0	1
G0419	Prepare or review requests for, or responses to, waiver of host jurisdiction	0	0	14	3	0	0	2
G0420	Prepare or review trial observer reports	0	2	14	1	0	0	1

G0421	Process solatium payments with foreign parties	0	0	14	1	0	0	0
G0422	Procure local national attorneys	0	4	14	0	0	0	0

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Task Title

INS	CIV	OP	OFF	DEF	MIL	CLA
TR	LAW	LAW	MGR	PAR	JUS	IMS

G0423 Schedule medical examinations for personnel confined in foreign countries

0 0 14 0 0 0 1

G0424 Schedule visits to personnel confined in foreign countries

0 0 14 0 3 1 1

H PERFORMING OPERATIONAL LAW ACTIVITIES

H0425 Analyze issues, such as deployment, contracting, or fiscal law

0 5 100 29 0 4 4

H0426 Assign personnel to mobility or contingency positions

0 9 100 68 0 3 2

H0427 Assign personnel to Unit Type Code (UTC) taskings

0 5 100 62 0 3 2

H0428 Brief deploying personnel, other than on law of armed conflict (LOAC)

0 33 100 36 0 12 18

H0429 Complete operations plan (OPLAN) sourcing requirements

0 4 86 18 0 0 1

H0430 Compute OPLAN requirements status listings

0 5 71 16 0 1 2

H0431 Conduct LOAC briefings

0 36 71 35 0 14 19

H0432 Conduct mobility or deployment site surveys

0 7 71 17 0 1 2

H0433 Coordinate deployment of personnel with other MAJCOMs or joint service commands

0 4 71 36 0 1 0

H0434 Coordinate exercise sourcing requirements with functional managers

0 4 86 34 0 1 2

H0435 Coordinate mobility or contingency requirements with appropriate agencies

0 7 100 44 0 3 2

H0436 Coordinate status of UTCs with Major Commands (MAJCOMs)

0 2 100 47 0 1 1

H0437 Coordinate specific source of personnel requirements with appropriate agencies

0 5 86 38 0 2 1

H0438 Determine specific source of personnel requirements for deployment manning documents

0 7 71 35 0 1 1

H0439 Draft general orders

0 2 14 3 3 1 1

H0440 Draft or write mobility or deployment after-action reports

0 5 29 5 0 1 1

H0441 Evaluate compliance with LOAC

0 24 71 18 0 2 7

H0442 Maintain disaster preparedness checklists

0 15 43 17 3 4 15

H0443 Maintain mobility equipment or supplies

0 31 71 27 3 7 15

H0444 Maintain accountability of personnel selected to fill OPLAN requirements

0 11 86 30 0 1 2

H0445 Maintain base OPLAN files

0 5 86 19 0 1 4

H0446 Participate in wing operations or exercise planning meetings

0 13 86 36 0 2 12

H0447 Prepare budget contracts for foreign or tax law studies

0 2 14 4 0 0 0

H0448 Prepare deployment planning guides

0 7 14 16 0 1 2

H0449 Prepare equipment for deployments

0 24 100 23 0 8 5

H0450 Prepare Exercise Evaluation Team (EET) inputs

0 5 14 35 0 1 11

H0451 Prepare legal annexes to war plans

0 2 28 6 0 0 1

H0452	Prepare LOAC reports	0	29	86	14	0	1	8
H0453	Prepare mobility equipment or supplies for transport	0	16	100	17	0	7	5

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T Tsk		INS	CIV	OP	OFF	DEF	MIL	CLA
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS	IMS
H0454	Prepare or publish project pitfall letters	0	5	29	4	0	0	1
H0455	Prepare or review official duty certificates	0	0	0	3	0	0	0
H0456	Process classified materials or documents at deployed locations	0	2	14	4	0	1	2
H0457	Provide legal assistance for Personnel Deployment Flights (PDFs)	0	18	57	10	0	5	7
H0458	Provide OPLAN requirements status listings to unit commanders	0	2	29	5	0	1	1
H0459	Request or distribute mobility requirements documents	0	11	86	12	0	2	2
H0460	Review UTC requirements	0	7	100	56	0	4	4
H0461	Review and analyze target folders	0	2	43	4	0	1	2
H0462	Review or update rules of engagement	0	5	29	4	0	4	5

I PERFORMING GENERAL ADMINISTRATIVE ACTIVITIES

I0463	Complete accident or incident reports	11	2	0	3	0	1	7
I0464	Destroy classified materials or documents	0	7	71	16	3	10	6
I0465	Establish or maintain accountability records for classified materials or documents	0	9	57	8	0	1	3
I0466	Identify and report suspected security compromises	0	11	57	18	7	7	10
I0467	Initiate classified reports, messages, or documents	0	5	57	4	0	1	2
I0468	Initiate or maintain standby rosters or workcenter pyramid recall rosters	11	13	29	57	17	1	10
I0469	Initiate requests for temporary duty (TDY) orders	22	13	0	65	69	8	14
I0470	Inventory classified materials or documents	0	7	71	12	3	2	2
I0471	Maintain administrative files	33	53	57	61	76	31	38
I0472	Maintain or update status indicators, such as boards, graphs, or charts	11	18	29	47	28	19	16
I0473	Prepare administrative or classified materials or documents for mailing, transporting, or issue	0	16	29	31	34	12	14
I0474	Write minutes of briefings, conferences, or meetings	33	4	0	25	3	4	14

J PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES

J0475	Coordinate maintenance of equipment with appropriate agencies	0	16	14	48	66	12	16
J0476	Develop equipment checklists	11	11	43	16	41	4	9
J0477	Evaluate serviceability of equipment, tools, parts, or supplies	0	18	29	53	66	9	14
J0478	Identify and report equipment or supply problems	11	25	29	61	69	14	22
J0479	Issue or log turn-ins of equipment, tools, parts, or supplies	0	22	29	38	38	11	15
J0480	Maintain documentation on items requiring periodic inspections or calibrations	0	5	0	14	24	4	2
J0481	Maintain organizational equipment or supply records	0	16	29	44	55	10	12

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Y Nbr

Task Title

INS CIV OP OFF DEF MIL CLA
TR LAW LAW MGR PAR JUS IMSJ0482 Pick up, deliver, or store equipment, tools, parts, or
supplies

11 29 43 34 69 17 19

K PERFORMING TRAINING ACTIVITIES

K0483	Administer or score tests	89	9	0	27	0	5	9
K0484	Brief personnel concerning training programs, such as Career Field Education and Training Plans (CFETPs) or Career Development Courses (CDCs)	78	22	0	77	0	10	18
K0485	Complete student entry or withdrawal forms	56	5	0	13	0	1	2
K0486	Conduct formal course classroom training	78	7	0	10	3	0	3
K0487	Conduct on-the-job training (OJT)	33	45	43	82	14	39	50
K0488	Counsel trainees on training progress	100	31	0	79	3	22	25
K0489	Determine training requirements	78	35	29	84	7	23	26
K0490	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)	100	9	0	23	3	4	2
K0491	Develop training programs, plans, or procedures	89	24	14	65	10	12	14
K0492	Develop written tests	89	9	0	25	0	1	1
K0493	Develop or procure training materials or aids	100	24	14	57	7	10	17
K0494	Establish or maintain study reference files	89	13	0	30	14	13	9
K0495	Evaluate training methods or techniques of instructors	67	5	0	25	0	3	2
K0496	Evaluate effectiveness of training programs, plans, or procedures	78	11	0	52	0	6	9
K0497	Evaluate progress of trainees	89	25	0	74	3	16	23
K0498	Inspect training materials or aids for operation or suitability	89	13	0	29	0	5	9
K0499	Maintain training records or files	89	31	0	82	17	23	33
K0500	Personalize lesson plans	89	20	0	32	3	4	10
K0501	Prepare job qualification standards (JQSs)	44	7	0	38	0	3	5
K0502	Process completed retraining package	0	7	0	58	0	2	2
K0503	Write training reports	78	2	0	29	7	2	2

L PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES

L0504	Annotate time and attendance sheets for civilian employees	0	9	0	62	0	1	12
L0505	Assign personnel to work areas or duty positions	22	9	0	84	0	10	15
L0506	Assign sponsors for newly assigned personnel	11	2	14	75	0	4	2
L0507	Conduct general meetings, such as staff meetings, briefings, conferences, or workshops	67	16	0	83	10	13	19
L0508	Conduct safety and security briefings	56	9	29	45	17	12	10
L0509	Conduct self-inspections or self-assessments	33	20	29	74	28	22	26
L0510	Conduct staff assistance visits, inspections, or audits	11	9	14	42	21	5	11
L0511	Conduct supervisory performance feedback sessions	22	22	14	84	0	10	22

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T Tsk		INS	CIV	OP	OFF	DEF	MIL	CLA
Y Nbr	Task Title	TR	LAW	LAW	MGR	PAR	JUS	IMS
L0513	Conduct supervisory orientations for newly assigned personnel	44	7	29	84	0	15	20
L0514	Counsel subordinates concerning personal matters	44	31	14	87	0	21	25
L0515	Determine or establish logistics requirements, such as personnel, equipment, tools, parts, supplies, or workspace	33	15	14	79	34	12	12
L0516	Determine or establish work assignments or priorities	33	31	14	88	28	24	32
L0517	Develop organizational or functional charts	11	5	0	58	7	2	2
L0518	Develop resource protection programs	0	4	14	45	3	1	2
L0519	Develop self-inspection or self-assessment program checklists	22	11	14	52	10	5	5
L0520	Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans	11	9	71	48	0	4	4
L0521	Develop or establish work methods or procedures	33	24	0	74	31	14	25
L0522	Develop or establish work schedules	44	16	14	77	21	8	22
L0523	Draft host-tenant or interservice agreements	0	0	0	6	0	0	1
L0524	Draft or review budget requirements	0	9	0	79	55	4	7
L0525	Draft supplements or changes to directives, such as policy directives, instructions, or manuals	22	2	14	18	0	1	5
L0526	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	22	2	14	45	3	1	9
L0527	Establish performance standards for subordinates	22	15	0	78	0	16	22
L0528	Establish procedures for accountability of equipment, tools, parts, or supplies	0	5	0	60	31	7	7
L0529	Evaluate inspection report findings or inspection procedures	33	0	14	52	17	4	8
L0530	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program	11	5	0	44	24	10	10
L0531	Evaluate personnel for compliance with performance standards	22	25	14	75	3	15	18
L0532	Evaluate personnel for promotion, demotion, reclassification, or special awards	33	24	0	82	0	14	15
L0533	Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace	22	4	0	58	28	4	5
L0534	Implement safety or security programs	33	13	29	56	17	10	10
L0535	Initiate personnel action requests	0	4	0	75	10	4	8
L0536	Initiate actions required due to substandard performance of personnel	22	9	0	71	0	7	13
L0537	Inspect personnel for compliance with military standards	67	25	14	79	17	17	25
L0538	Interpret policies, directives, or procedures for subordinates	33	22	0	83	3	13	22
L0539	Interview potential paralegal retrainees	0	13	14	71	0	8	16
L0540	Investigate accidents or incidents	0	4	0	25	10	3	20
L0541	Manage IMPAC card programs	0	15	0	83	86	6	16
L0542	Perform personnel hiring procedures	0	2	0	70	0	0	4

L0543	Plan layouts of facilities	0	4	0	60	17	1	5
L0544	Prepare contract requests for tax services	0	2	0	32	0	0	2

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Task Title

INS	CIV	OP	OFF	DEF	MIL	CLA
TR	LAW	LAW	MGR	PAR	JUS	IMS

L0545	Prepare recommendation or non-recommendation retraining package	0	9	0	73	0	1	9
L0546	Review mobility, contingency, disaster preparedness, or unit emergency or alert plans	0	11	29	57	3	4	7
L0547	Review written tests	67	5	0	19	0	1	2
L0548	Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals	22	9	0	35	0	1	5
L0549	Safeguard written tests	78	0	0	10	0	1	2
L0550	Schedule personnel TDY assignments, leaves, or passes	44	7	0	86	28	7	14
L0551	Write inspection reports	11	4	0	36	0	0	27
L0552	Write job or position descriptions	0	5	0	77	3	1	7
L0553	Write staff studies, surveys, or routine reports, other than training or inspection reports	11	2	0	34	0	2	5
L0554	Write or indorse civilian performance appraisals	0	5	0	61	0	0	5
L0555	Write or indorse military performance reports	33	20	14	88	3	16	27
L0556	Write recommendations for awards or decorations	22	24	14	92	3	19	26
L0557	Write replies to inspection reports	11	5	0	53	10	2	10

Paralegal
Reported AFSC(s): 5J0X1

----- Variable/Group Distributions -----

The percent of reported group members who responded to background questions are presented under the column headings for the appropriate group. The displayed data summarizes information about the people in each group.

Reports on the following groups were requested:

st0031: CS0001 Stage 31: ps0002 18 to 26	(n = 9)
st0022: CS0001 Stage 22: ps0002 31 to 85	(n = 55)
st0042: CS0001 Stage 42: ps0002 86 to 92	(n = 7)
st0021: CS0001 Stage 21: ps0002 95 to 171	(n = 77)
st0044: CS0001 Stage 44: ps0002 172 to 200	(n = 29)
st0009: CS0001 Stage 9: ps0002 201 to 334	(n = 134)
st0024: CS0001 Stage 24: ps0002 335 to 463	(n = 129)

C0007 Number of valid task responses

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Mean in range:	38.56	67.20	67.86	115.22	93.28	132.14	106.47
S.D. in range:	14.68	38.74	26.02	61.40	31.85	55.65	57.75

V0005 Enlisted Grade

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
AB (E-1)	0 %	0 %	0 %	0 %	0 %	0 %	0 %
AMN (E-2)	0 %	0 %	0 %	0 %	0 %	0 %	0 %
AlC (E-3)	0 %	0 %	0 %	0 %	0 %	0 %	1 %
Sra/Sgt (E-4)	0 %	2 %	0 %	0 %	0 %	5 %	4 %
SSgt (E-5)	22 %	45 %	57 %	3 %	79 %	57 %	53 %
TSgt (E-6)	67 %	44 %	14 %	14 %	21 %	36 %	29 %
MSgt (E-7)	11 %	9 %	29 %	70 %	0 %	2 %	11 %
SMSgt (E-8)	0 %	0 %	0 %	12 %	0 %	0 %	2 %
CMSgt (E-9)	0 %	0 %	0 %	1 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*
Mean in range:	5.88	5.50	5.71	5.85	5.21	5.25	5.50

S.D. in range:

.57

.68

.88

.64

.41

.61

.83

V0009 Number supervised

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
0	67 %	62 %	86 %	12 %	100 %	69 %	68 %
1	11 %	18 %	14 %	10 %	0 %	11 %	6 %
2	22 %	13 %	0 %	5 %	0 %	11 %	12 %
3	0 %	4 %	0 %	10 %	0 %	6 %	6 %
4	0 %	4 %	0 %	6 %	0 %	0 %	5 %
5	0 %	0 %	0 %	8 %	0 %	1 %	2 %
6	0 %	0 %	0 %	5 %	0 %	1 %	0 %
7	0 %	0 %	0 %	9 %	0 %	0 %	0 %
8	0 %	0 %	0 %	8 %	0 %	0 %	0 %
9	0 %	0 %	0 %	5 %	0 %	0 %	0 %
10	0 %	0 %	0 %	8 %	0 %	0 %	0 %
11	0 %	0 %	0 %	4 %	0 %	0 %	0 %
12	0 %	0 %	0 %	3 %	0 %	0 %	0 %
13	0 %	0 %	0 %	1 %	0 %	0 %	0 %
14	0 %	0 %	0 %	0 %	0 %	0 %	0 %
15	0 %	0 %	0 %	1 %	0 %	0 %	0 %
16	0 %	0 %	0 %	0 %	0 %	0 %	0 %
17	0 %	0 %	0 %	1 %	0 %	0 %	0 %
18	0 %	0 %	0 %	0 %	0 %	0 %	0 %
19	0 %	0 %	0 %	0 %	0 %	0 %	0 %
20	0 %	0 %	0 %	0 %	0 %	0 %	0 %
21	0 %	0 %	0 %	0 %	0 %	0 %	0 %
22	0 %	0 %	0 %	0 %	0 %	0 %	0 %
23	0 %	0 %	0 %	0 %	0 %	0 %	0 %
24	0 %	0 %	0 %	0 %	0 %	0 %	0 %
25	0 %	0 %	0 %	0 %	0 %	0 %	0 %
26	0 %	0 %	0 %	0 %	0 %	0 %	0 %
27	0 %	0 %	0 %	0 %	0 %	0 %	0 %
28	0 %	0 %	0 %	1 %	0 %	0 %	0 %
29	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	1 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*
Mean in range:	.56	.69	.14	5.75	.00	.63	.80
S.D. in range:	.83	1.06	.35	4.77	.00	1.16	1.34

V0010 Time in present job

		INSTRUCTOR	CIVIL LAW	OPERAT'L	LAW OFFICE	DEFENSE	MILITARY	CLAIMS
		INDEP	INDEP	LAW INDEP	MGR	PARALEGAL	JUSTICE	INDEP
		JOB	JOB	JOB	CLUSTER	INDEP JOB	CLUSTER	JOB
Interval Percentages		st0031	st0022	st0042	st0021	st0044	st0009	st0024
1	12	33 %	55 %	57 %	35 %	52 %	47 %	48 %
13	24	11 %	13 %	29 %	35 %	34 %	31 %	27 %
25	36	44 %	15 %	14 %	16 %	14 %	12 %	13 %
37	48	0 %	7 %	0 %	8 %	0 %	2 %	7 %
49	96	0 %	9 %	0 %	5 %	0 %	5 %	5 %
97	144	0 %	2 %	0 %	1 %	0 %	1 %	0 %
145	192	0 %	0 %	0 %	0 %	0 %	1 %	0 %
193	240	0 %	0 %	0 %	0 %	0 %	0 %	0 %
241	288	0 %	0 %	0 %	0 %	0 %	0 %	0 %
289	318	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Other:		11 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:		9*	55*	7*	77*	29*	134*	129*
Mean in range:		19.12	21.38	12.57	20.95	13.90	20.91	18.05
S.D. in range:		11.00	21.86	8.85	20.44	7.52	27.27	15.54

V0011 Total time in career field (TICF)

		INSTRUCTOR	CIVIL LAW	OPERAT'L	LAW OFFICE	DEFENSE	MILITARY	CLAIMS
		INDEP	INDEP	LAW INDEP	MGR	PARALEGAL	JUSTICE	INDEP
		JOB	JOB	JOB	CLUSTER	INDEP JOB	CLUSTER	JOB
Interval Percentages		st0031	st0022	st0042	st0021	st0044	st0009	st0024
1	12	0 %	4 %	0 %	3 %	3 %	10 %	11 %
13	24	0 %	4 %	0 %	3 %	3 %	16 %	16 %
25	36	0 %	11 %	0 %	1 %	14 %	16 %	14 %
37	48	0 %	11 %	0 %	1 %	10 %	13 %	9 %
49	96	33 %	40 %	71 %	27 %	48 %	30 %	33 %
97	144	44 %	20 %	29 %	16 %	21 %	10 %	12 %
145	192	11 %	5 %	0 %	23 %	0 %	4 %	5 %
193	240	0 %	4 %	0 %	21 %	0 %	0 %	1 %
241	272	0 %	2 %	0 %	5 %	0 %	0 %	0 %
Other:		11 %	0 %	0 %	0 %	0 %	1 %	0 %
Total in group:		9*	55*	7*	77*	29*	134*	129*
Mean in range:		108.62	80.78	84.71	139.03	67.76	53.95	57.90
S.D. in range:		34.42	50.87	31.16	65.51	29.22	40.21	45.29

V0012 Time in utilization field

Interval Percentages		INSTRUCTOR	CIVIL LAW	OPERAT'L	LAW OFFICE	DEFENSE	MILITARY	CLAIMS
		INDEP	INDEP	LAW INDEP	MGR	PARALEGAL	JUSTICE	INDEP
		JOB	JOB	JOB	CLUSTER	INDEP JOB	CLUSTER	JOB
		st0031	st0022	st0042	st0021	st0044	st0009	st0024
	1	12	0 %	0 %	0 %	0 %	0 %	0 %
	13	24	0 %	0 %	0 %	0 %	0 %	0 %
	25	36	0 %	0 %	0 %	0 %	0 %	0 %
	37	48	0 %	0 %	0 %	0 %	0 %	0 %
	Other:		100 %	100 %	100 %	100 %	100 %	100 %
	Total in group:		9*	55*	7*	77*	29*	134*
	Mean in range:		.00	.00	.00	.00	.00	.00
	S.D. in range:		.00	.00	.00	.00	.00	.00

V0014 Total Active Federal Military Service (TAFMS)

Interval Percentages		INSTRUCTOR	CIVIL LAW	OPERAT'L	LAW OFFICE	DEFENSE	MILITARY	CLAIMS
		INDEP	INDEP	LAW INDEP	MGR	PARALEGAL	JUSTICE	INDEP
		JOB	JOB	JOB	CLUSTER	INDEP JOB	CLUSTER	JOB
		st0031	st0022	st0042	st0021	st0044	st0009	st0024
	1	12	0 %	0 %	0 %	0 %	0 %	0 %
	13	24	0 %	0 %	0 %	0 %	0 %	0 %
	25	36	0 %	0 %	0 %	0 %	0 %	0 %
	37	48	0 %	0 %	0 %	0 %	1 %	2 %
	49	96	0 %	5 %	0 %	17 %	22 %	15 %
	97	144	44 %	35 %	29 %	38 %	28 %	35 %
	145	192	33 %	33 %	43 %	34 %	31 %	22 %
	193	240	11 %	22 %	14 %	39 %	17 %	22 %
	241	288	11 %	5 %	14 %	43 %	0 %	5 %
	289	318	0 %	0 %	0 %	5 %	0 %	0 %
	Other:		0 %	0 %	0 %	0 %	0 %	0 %
	Total in group:		9*	55*	7*	77*	29*	134*
	Mean in range:		173.67	162.75	171.71	233.08	139.93	138.56
	S.D. in range:		43.07	48.82	49.03	39.02	40.22	49.73

V0023 Enlisted Duty AFSC prefix

Interval Percentages		INSTRUCTOR	CIVIL LAW	OPERAT'L	LAW OFFICE	DEFENSE	MILITARY	CLAIMS
		INDEP	INDEP	LAW INDEP	MGR	PARALEGAL	JUSTICE	INDEP
		JOB	JOB	JOB	CLUSTER	INDEP JOB	CLUSTER	JOB
		st0031	st0022	st0042	st0021	st0044	st0009	st0024
	T		78 %	0 %	0 %	0 %	0 %	0 %
	Other:		22 %	100 %	100 %	100 %	100 %	100 %
	Total in group:		9*	55*	7*	77*	29*	134*

V0024 Enlisted Duty AFSC with suffix

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
5J000	0 %	0 %	0 %	1 %	0 %	0 %	0 %
5J031	0 %	4 %	0 %	0 %	0 %	12 %	11 %
5J051	56 %	56 %	43 %	5 %	97 %	63 %	57 %
5J071	44 %	40 %	57 %	71 %	3 %	25 %	32 %
5J091	0 %	0 %	0 %	22 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0029 MAJCOM or operating agency

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
USAF	0 %	0 %	0 %	1 %	0 %	1 %	1 %
AETC	100 %	5 %	0 %	13 %	7 %	19 %	22 %
PACAF	0 %	22 %	43 %	9 %	0 %	17 %	12 %
AFSOC	0 %	2 %	0 %	3 %	0 %	1 %	1 %
AMC	0 %	13 %	0 %	13 %	0 %	14 %	12 %
AFSPC	0 %	5 %	0 %	8 %	3 %	8 %	9 %
ANG	0 %	0 %	0 %	0 %	0 %	0 %	0 %
PACOM	0 %	0 %	0 %	0 %	0 %	0 %	1 %
USAFE	0 %	11 %	29 %	8 %	0 %	7 %	13 %
AFRC	0 %	0 %	0 %	0 %	0 %	0 %	0 %
AIA	0 %	0 %	0 %	3 %	0 %	1 %	1 %
ACC	0 %	24 %	14 %	16 %	3 %	20 %	17 %
AFMC	0 %	11 %	14 %	14 %	7 %	8 %	7 %
AFLSA	0 %	4 %	0 %	13 %	79 %	2 %	5 %
CENTCOM	0 %	2 %	0 %	0 %	0 %	0 %	0 %
USSTRATCOM	0 %	2 %	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0030 Assigned to base/installation outside continental U.S.

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Yes	22 %	45 %	71 %	22 %	24 %	25 %	26 %
No	78 %	55 %	29 %	78 %	76 %	75 %	74 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0031 How do you find your job

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Dull	0 %	13 %	14 %	5 %	0 %	4 %	6 %
So-So	0 %	11 %	0 %	8 %	0 %	8 %	18 %
Interesting	100 %	76 %	86 %	87 %	100 %	88 %	76 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0032 How does your job utilize your talents

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
None to very little	0 %	27 %	0 %	6 %	0 %	7 %	14 %
Fairly to very well	56 %	51 %	71 %	61 %	55 %	63 %	64 %
Excellent to perfect	44 %	22 %	29 %	32 %	45 %	29 %	22 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0033 How does your job utilize your training

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
None to very little	0 %	20 %	29 %	10 %	10 %	1 %	6 %
Fairly to very well	33 %	60 %	43 %	58 %	41 %	67 %	66 %
Excellent to perfect	67 %	20 %	28 %	31 %	49 %	32 %	28 %

Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0034 How satisfied with sense of accomplishment from work

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Dissatisfied	0 %	27 %	0 %	10 %	0 %	12 %	15 %
Neutral	0 %	9 %	0 %	6 %	0 %	9 %	9 %
Satisfied	100 %	64 %	100 %	83 %	100 %	79 %	76 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0035 Do you plan to reenlist at end of current enlistment

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Will retire	22 %	15 %	14 %	58 %	10 %	16 %	13 %
No or probably no	22 %	24 %	0 %	4 %	17 %	21 %	22 %
Yes or probably yes	56 %	62 %	86 %	38 %	72 %	63 %	64 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0036 Separate factor(s) - Military lifestyle

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	1 %	0 %	4 %	2 %
Moderate influence	11 %	2 %	0 %	0 %	3 %	3 %	5 %
Strong influence	0 %	0 %	0 %	0 %	3 %	4 %	5 %
Other:	89 %	96 %	100 %	99 %	93 %	89 %	88 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0037 Separate factor(s) - Pay and allowances

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	11 %	0 %	0 %	0 %	0 %	3 %	2 %
Moderate influence	0 %	2 %	0 %	0 %	3 %	5 %	4 %
Strong influence	11 %	4 %	0 %	1 %	3 %	6 %	6 %
Other:	78 %	95 %	100 %	99 %	93 %	86 %	88 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0038 Separate factor(s) - Bonus or special pay

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	11 %	0 %	0 %	0 %	0 %	2 %	1 %
Moderate influence	0 %	0 %	0 %	0 %	3 %	1 %	1 %
Strong influence	0 %	5 %	0 %	0 %	0 %	3 %	4 %
Other:	89 %	95 %	100 %	100 %	97 %	94 %	95 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0039 Separate factor(s) - Retirement benefits

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	0 %	0 %	0 %	0 %	1 %	0 %
Moderate influence	11 %	2 %	0 %	0 %	0 %	1 %	2 %
Strong influence	0 %	0 %	0 %	1 %	3 %	1 %	1 %
Other:	89 %	98 %	100 %	99 %	97 %	97 %	98 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0040 Separate factor(s) - Military related education/training opportunities

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	1 %	0 %	1 %	2 %
Moderate influence	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Strong influence	0 %	2 %	0 %	0 %	0 %	1 %	2 %
Other:	100 %	95 %	100 %	99 %	100 %	98 %	96 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0041 Separate factor(s) - Off-duty education and training opportunities

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	11 %	4 %	0 %	0 %	0 %	2 %	2 %
Moderate influence	0 %	2 %	0 %	0 %	0 %	1 %	1 %
Strong influence	0 %	0 %	0 %	1 %	3 %	3 %	5 %
Other:	89 %	95 %	100 %	99 %	97 %	94 %	93 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0042 Separate factor(s) - Medical or dental care for AD member

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	0 %	0 %	2 %	2 %
Moderate influence	0 %	0 %	0 %	1 %	0 %	1 %	2 %
Strong influence	11 %	2 %	0 %	0 %	0 %	1 %	0 %
Other:	89 %	95 %	100 %	99 %	100 %	96 %	96 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0043 Separate factor(s) - Medical care or dental care for family members

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	0 %	0 %	0 %	0 %	1 %	1 %
Moderate influence	0 %	2 %	0 %	0 %	0 %	1 %	1 %
Strong influence	11 %	4 %	0 %	1 %	0 %	1 %	1 %
Other:	89 %	95 %	100 %	99 %	100 %	96 %	98 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0044 Separate factor(s) - Base housing

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	0 %	0 %	1 %	0 %	2 %	1 %
Moderate influence	0 %	2 %	0 %	0 %	0 %	1 %	1 %
Strong influence	0 %	2 %	0 %	0 %	7 %	0 %	2 %
Other:	100 %	96 %	100 %	99 %	93 %	97 %	97 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0045 Separate factor(s) - Base services

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	0 %	0 %	0 %	1 %
Moderate influence	0 %	2 %	0 %	0 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	0 %	0 %	0 %	2 %
Other:	100 %	96 %	100 %	100 %	100 %	100 %	98 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0046 Separate factor(s) - Childcare needs

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	0 %	0 %	0 %	0 %	0 %	1 %
Moderate influence	0 %	2 %	0 %	0 %	0 %	0 %	0 %
Strong influence	0 %	2 %	0 %	0 %	7 %	3 %	6 %
Other:	100 %	96 %	100 %	100 %	93 %	97 %	93 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0047 Separate factor(s) - Spouse's career

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	0 %	0 %	0 %	3 %	1 %	2 %
Moderate influence	11 %	7 %	0 %	0 %	0 %	0 %	1 %
Strong influence	0 %	0 %	0 %	1 %	10 %	1 %	3 %
Other:	89 %	93 %	100 %	99 %	86 %	97 %	95 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0048 Separate factor(s) - Civilian job opportunities

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	0 %	0 %	1 %	1 %
Moderate influence	22 %	4 %	0 %	1 %	3 %	2 %	2 %
Strong influence	0 %	4 %	0 %	1 %	0 %	4 %	7 %
Other:	78 %	91 %	100 %	97 %	97 %	93 %	91 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0049 Separate factor(s) - Equal employment opportunities

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	0 %	0 %	0 %	0 %	0 %	1 %
Moderate influence	11 %	4 %	0 %	1 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	0 %	0 %	0 %	1 %
Other:	89 %	96 %	100 %	99 %	100 %	100 %	98 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0050 Separate factor(s) - Number of PCS moves

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	0 %	0 %	0 %	0 %	0 %	1 %
Moderate influence	0 %	0 %	0 %	0 %	0 %	2 %	2 %
Strong influence	0 %	2 %	0 %	1 %	0 %	1 %	4 %
Other:	100 %	98 %	100 %	99 %	100 %	97 %	93 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0051 Separate factor(s) - Location of present assignment

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	0 %	0 %	1 %	2 %
Moderate influence	0 %	2 %	0 %	0 %	0 %	1 %	2 %
Strong influence	0 %	4 %	0 %	0 %	3 %	4 %	4 %
Other:	100 %	93 %	100 %	100 %	97 %	93 %	93 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0052 Separate factor(s) - Number/duration of TDYs or deployments

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	0 %	0 %	0 %	0 %	1 %	1 %
Moderate influence	0 %	0 %	0 %	0 %	3 %	1 %	3 %
Strong influence	0 %	2 %	0 %	0 %	0 %	1 %	3 %
Other:	100 %	98 %	100 %	100 %	97 %	96 %	93 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0053 Separate factor(s) - Work schedule

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	0 %	0 %	1 %	0 %
Moderate influence	0 %	2 %	0 %	1 %	0 %	0 %	1 %
Strong influence	0 %	0 %	0 %	0 %	0 %	3 %	2 %
Other:	100 %	96 %	100 %	99 %	100 %	96 %	98 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0054 Separate factor(s) - Additional duties

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	0 %	0 %	1 %	2 %
Moderate influence	0 %	0 %	0 %	0 %	0 %	1 %	2 %
Strong influence	0 %	0 %	0 %	0 %	3 %	1 %	1 %
Other:	100 %	96 %	100 %	100 %	97 %	96 %	95 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0055 Separate factor(s) - Job security

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	0 %	0 %	1 %	0 %
Moderate influence	0 %	0 %	0 %	0 %	0 %	0 %	1 %
Strong influence	0 %	0 %	0 %	1 %	0 %	0 %	1 %
Other:	100 %	96 %	100 %	99 %	100 %	99 %	98 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0056 Separate factor(s) - Enlisted evaluation system

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	0 %	0 %	1 %	0 %
Moderate influence	0 %	4 %	0 %	0 %	0 %	3 %	2 %
Strong influence	11 %	5 %	0 %	0 %	3 %	2 %	3 %
Other:	89 %	89 %	100 %	100 %	97 %	94 %	95 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0057 Separate factor(s) - Promotion opportunities

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	0 %	0 %	1 %	1 %
Moderate influence	0 %	2 %	0 %	0 %	0 %	0 %	5 %
Strong influence	0 %	7 %	0 %	0 %	3 %	4 %	5 %
Other:	100 %	89 %	100 %	100 %	97 %	95 %	90 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0058 Separate factor(s) - Training/experience of unit personnel

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	1 %	0 %	0 %	1 %
Moderate influence	0 %	0 %	0 %	0 %	3 %	0 %	2 %
Strong influence	0 %	4 %	0 %	0 %	0 %	1 %	3 %
Other:	100 %	93 %	100 %	99 %	97 %	99 %	95 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0059 Separate factor(s) - Unit manning

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	0 %	0 %	0 %	1 %
Moderate influence	0 %	5 %	0 %	0 %	3 %	2 %	2 %
Strong influence	0 %	0 %	0 %	0 %	0 %	1 %	5 %
Other:	100 %	93 %	100 %	100 %	97 %	96 %	92 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0060 Separate factor(s) - Unit resources

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	0 %	0 %	0 %	1 %
Moderate influence	0 %	5 %	0 %	0 %	0 %	1 %	1 %
Strong influence	0 %	0 %	0 %	0 %	0 %	0 %	2 %
Other:	100 %	91 %	100 %	100 %	100 %	99 %	97 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0061 Separate factor(s) - Unit readiness

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Moderate influence	0 %	5 %	0 %	0 %	0 %	0 %	0 %
Strong influence	0 %	0 %	0 %	0 %	0 %	0 %	1 %
Other:	100 %	95 %	100 %	100 %	100 %	100 %	99 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0062 Separate factor(s) - Recognition of efforts

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	5 %	0 %	0 %	0 %	1 %	3 %
Moderate influence	0 %	0 %	0 %	0 %	7 %	1 %	2 %
Strong influence	22 %	9 %	0 %	0 %	3 %	4 %	3 %
Other:	78 %	85 %	100 %	100 %	90 %	95 %	91 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0063 Separate factor(s) - Esprit de corps/morale

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	0 %	0 %	1 %	2 %
Moderate influence	11 %	2 %	0 %	1 %	0 %	4 %	2 %
Strong influence	11 %	11 %	0 %	0 %	3 %	5 %	5 %
Other:	78 %	85 %	100 %	99 %	97 %	90 %	91 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0064 Separate factor(s) - Leadership of immediate supervisor

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	11 %	2 %	0 %	1 %	0 %	1 %	0 %
Moderate influence	0 %	2 %	0 %	0 %	0 %	1 %	0 %
Strong influence	11 %	7 %	0 %	0 %	0 %	4 %	5 %
Other:	78 %	89 %	100 %	99 %	100 %	94 %	95 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0065 Separate factor(s) - Leadership at unit level

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	0 %	0 %	1 %	0 %
Moderate influence	0 %	5 %	0 %	0 %	0 %	1 %	0 %
Strong influence	0 %	4 %	0 %	0 %	3 %	3 %	6 %
Other:	100 %	89 %	100 %	100 %	97 %	96 %	94 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0066 Separate factor(s) - Senior Air Force leadership

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	0 %	0 %	0 %	0 %	0 %	1 %
Moderate influence	0 %	4 %	0 %	0 %	0 %	1 %	0 %
Strong influence	0 %	0 %	0 %	0 %	3 %	0 %	4 %
Other:	100 %	96 %	100 %	100 %	97 %	99 %	95 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0067 Reenlist factor(s) - Military lifestyle

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	11 %	4 %	0 %	3 %	0 %	9 %	9 %
Moderate influence	11 %	22 %	14 %	10 %	24 %	13 %	17 %
Strong influence	22 %	27 %	57 %	13 %	14 %	16 %	12 %
Other:	56 %	47 %	29 %	74 %	62 %	63 %	61 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0068 Reenlist factor(s) - Pay and allowances

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	9 %	14 %	1 %	0 %	4 %	4 %
Moderate influence	11 %	11 %	29 %	12 %	17 %	13 %	15 %
Strong influence	22 %	24 %	29 %	16 %	21 %	28 %	26 %
Other:	67 %	56 %	29 %	71 %	62 %	56 %	56 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0069 Reenlist factor(s) - Bonus or special pay

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	11 %	5 %	0 %	1 %	3 %	7 %	5 %
Moderate influence	0 %	5 %	14 %	3 %	10 %	6 %	7 %
Strong influence	0 %	9 %	14 %	1 %	14 %	10 %	13 %
Other:	89 %	80 %	71 %	95 %	72 %	76 %	75 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0070 Reenlist factor(s) - Retirement benefits

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	11 %	4 %	0 %	0 %	3 %	4 %	1 %
Moderate influence	0 %	9 %	14 %	6 %	7 %	4 %	13 %
Strong influence	44 %	40 %	57 %	26 %	55 %	36 %	31 %
Other:	44 %	47 %	29 %	68 %	34 %	57 %	55 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0071 Reenlist factor(s) - Military related education/training opportunities

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	7 %	14 %	3 %	7 %	3 %	2 %
Moderate influence	0 %	16 %	0 %	9 %	17 %	13 %	16 %
Strong influence	33 %	15 %	14 %	10 %	21 %	13 %	10 %
Other:	67 %	62 %	71 %	78 %	55 %	70 %	72 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0072 Reenlist factor(s) - Off-duty education and training opportunities

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	5 %	0 %	6 %	3 %	3 %	0 %
Moderate influence	0 %	15 %	0 %	6 %	10 %	17 %	12 %
Strong influence	22 %	16 %	43 %	13 %	31 %	19 %	26 %
Other:	78 %	64 %	57 %	74 %	55 %	60 %	62 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0073 Reenlist factor(s) - Medical or dental care for AD member

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	1 %	3 %	6 %	2 %
Moderate influence	22 %	11 %	14 %	5 %	14 %	8 %	16 %
Strong influence	33 %	29 %	57 %	16 %	21 %	20 %	17 %
Other:	44 %	58 %	29 %	78 %	62 %	66 %	65 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0074 Reenlist factor(s) - Medical care or dental care for family members

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	1 %	0 %	4 %	2 %
Moderate influence	11 %	7 %	14 %	4 %	21 %	7 %	11 %
Strong influence	33 %	25 %	43 %	17 %	21 %	26 %	19 %
Other:	56 %	65 %	43 %	78 %	59 %	63 %	67 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0075 Reenlist factor(s) - Base housing

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	3 %	3 %	1 %	3 %
Moderate influence	11 %	2 %	14 %	4 %	3 %	8 %	2 %
Strong influence	0 %	7 %	14 %	3 %	3 %	3 %	5 %
Other:	89 %	87 %	71 %	91 %	90 %	88 %	90 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0076 Reenlist factor(s) - Base services

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	9 %	0 %	3 %	0 %	5 %	2 %
Moderate influence	11 %	7 %	14 %	3 %	7 %	6 %	7 %
Strong influence	0 %	5 %	14 %	4 %	0 %	4 %	4 %
Other:	89 %	78 %	71 %	91 %	93 %	84 %	87 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0077 Reenlist factor(s) - Childcare needs

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	0 %	0 %	1 %	1 %
Moderate influence	0 %	2 %	14 %	0 %	7 %	4 %	4 %
Strong influence	22 %	11 %	14 %	3 %	3 %	7 %	7 %
Other:	78 %	84 %	71 %	97 %	90 %	87 %	88 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0078 Reenlist factor(s) - Spouse's career

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	0 %	0 %	2 %	0 %
Moderate influence	0 %	2 %	14 %	0 %	14 %	4 %	2 %
Strong influence	11 %	13 %	14 %	4 %	10 %	9 %	10 %
Other:	89 %	82 %	71 %	96 %	76 %	85 %	88 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0079 Reenlist factor(s) - Civilian job opportunities

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	1 %	3 %	2 %	2 %
Moderate influence	0 %	4 %	14 %	1 %	0 %	1 %	5 %
Strong influence	0 %	4 %	14 %	5 %	10 %	4 %	9 %
Other:	100 %	91 %	71 %	92 %	86 %	92 %	84 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0080 Reenlist factor(s) - Equal employment opportunities

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	0 %	0 %	1 %	1 %
Moderate influence	0 %	7 %	0 %	1 %	0 %	1 %	1 %
Strong influence	0 %	9 %	0 %	6 %	0 %	3 %	5 %
Other:	100 %	82 %	100 %	92 %	100 %	94 %	94 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0081 Reenlist factor(s) - Number of PCS moves

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	0 %	0 %	0 %	2 %
Moderate influence	0 %	5 %	29 %	1 %	10 %	4 %	9 %
Strong influence	0 %	4 %	14 %	1 %	0 %	4 %	4 %
Other:	100 %	87 %	57 %	97 %	90 %	91 %	85 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0082 Reenlist factor(s) - Location of present assignment

	INSTRUCTOR	CIVIL LAW	OPERAT'L	LAW OFFICE	DEFENSE	MILITARY	CLAIMS
	INDEP	INDEP	LAW INDEP	MGR	PARALEGAL	JUSTICE	INDEP
	JOB	JOB	JOB	CLUSTER	INDEP JOB	CLUSTER	JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Slight influence	0 %	4 %	0 %	0 %	0 %	3 %	1 %
Moderate influence	0 %	7 %	14 %	5 %	7 %	4 %	5 %
Strong influence	11 %	20 %	29 %	5 %	24 %	15 %	13 %
Other:	89 %	69 %	57 %	90 %	69 %	78 %	81 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0083 Reenlist factor(s) - Number/duration of TDYs or deployments

	INSTRUCTOR	CIVIL LAW	OPERAT'L	LAW OFFICE	DEFENSE	MILITARY	CLAIMS
	INDEP	INDEP	LAW INDEP	MGR	PARALEGAL	JUSTICE	INDEP
	JOB	JOB	JOB	CLUSTER	INDEP JOB	CLUSTER	JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Slight influence	0 %	0 %	0 %	1 %	0 %	0 %	2 %
Moderate influence	0 %	0 %	14 %	4 %	7 %	4 %	5 %
Strong influence	0 %	11 %	14 %	3 %	10 %	4 %	5 %
Other:	100 %	89 %	71 %	92 %	83 %	93 %	88 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0084 Reenlist factor(s) - Work schedule

	INSTRUCTOR	CIVIL LAW	OPERAT'L	LAW OFFICE	DEFENSE	MILITARY	CLAIMS
	INDEP	INDEP	LAW INDEP	MGR	PARALEGAL	JUSTICE	INDEP
	JOB	JOB	JOB	CLUSTER	INDEP JOB	CLUSTER	JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Slight influence	11 %	4 %	0 %	3 %	0 %	6 %	4 %
Moderate influence	0 %	4 %	29 %	10 %	7 %	10 %	6 %
Strong influence	0 %	22 %	14 %	1 %	10 %	8 %	11 %
Other:	89 %	71 %	57 %	86 %	83 %	75 %	79 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0085 Reenlist factor(s) - Additional duties

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	0 %	0 %	1 %	7 %
Moderate influence	0 %	4 %	0 %	1 %	0 %	2 %	2 %
Strong influence	0 %	2 %	14 %	0 %	3 %	1 %	2 %
Other:	100 %	91 %	86 %	99 %	97 %	96 %	89 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0086 Reenlist factor(s) - Job security

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	2 %	0 %	1 %	10 %	5 %	2 %
Moderate influence	0 %	5 %	29 %	3 %	7 %	6 %	9 %
Strong influence	22 %	38 %	29 %	19 %	48 %	37 %	30 %
Other:	78 %	55 %	43 %	77 %	34 %	51 %	59 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0087 Reenlist factor(s) - Enlisted evaluation system

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	0 %	3 %	3 %	2 %
Moderate influence	0 %	0 %	0 %	1 %	0 %	1 %	2 %
Strong influence	0 %	5 %	14 %	3 %	0 %	4 %	4 %
Other:	100 %	91 %	86 %	96 %	97 %	92 %	92 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0088 Reenlist factor(s) - Promotion opportunities

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	0 %	3 %	1 %	2 %
Moderate influence	0 %	7 %	29 %	1 %	10 %	7 %	7 %
Strong influence	33 %	20 %	29 %	17 %	10 %	12 %	14 %
Other:	67 %	69 %	43 %	82 %	76 %	79 %	77 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0089 Reenlist factor(s) - Training/experience of unit personnel

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	5 %	0 %	1 %	0 %	3 %	1 %
Moderate influence	11 %	5 %	29 %	3 %	3 %	3 %	3 %
Strong influence	0 %	5 %	14 %	4 %	0 %	6 %	7 %
Other:	89 %	84 %	57 %	92 %	97 %	88 %	89 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0090 Reenlist factor(s) - Unit manning

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	14 %	0 %	3 %	1 %	1 %
Moderate influence	0 %	7 %	0 %	1 %	0 %	1 %	2 %
Strong influence	0 %	2 %	14 %	0 %	0 %	3 %	8 %
Other:	100 %	87 %	71 %	99 %	97 %	95 %	89 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0091 Reenlist factor(s) - Unit resources

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	5 %	14 %	0 %	0 %	0 %	1 %
Moderate influence	0 %	7 %	0 %	0 %	0 %	1 %	1 %
Strong influence	0 %	0 %	14 %	0 %	0 %	1 %	3 %
Other:	100 %	87 %	71 %	100 %	100 %	97 %	95 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0092 Reenlist factor(s) - Unit readiness

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	4 %	0 %	0 %	0 %	0 %	0 %
Moderate influence	0 %	5 %	0 %	0 %	0 %	0 %	0 %
Strong influence	0 %	2 %	14 %	0 %	0 %	1 %	1 %
Other:	100 %	89 %	86 %	100 %	100 %	99 %	99 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0093 Reenlist factor(s) - Recognition of efforts

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	7 %	0 %	1 %	0 %	3 %	4 %
Moderate influence	11 %	0 %	14 %	4 %	14 %	5 %	8 %
Strong influence	11 %	15 %	43 %	6 %	10 %	8 %	5 %
Other:	78 %	78 %	43 %	88 %	76 %	84 %	83 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0094 Reenlist factor(s) - Esprit de corps/morale

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	11 %	0 %	0 %	3 %	3 %	3 %
Moderate influence	11 %	7 %	29 %	10 %	10 %	8 %	5 %
Strong influence	22 %	27 %	43 %	14 %	14 %	12 %	19 %
Other:	67 %	55 %	29 %	75 %	72 %	77 %	73 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0095 Reenlist factor(s) - Leadership of immediate supervisor

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	5 %	0 %	1 %	0 %	1 %	4 %
Moderate influence	0 %	11 %	14 %	3 %	3 %	5 %	5 %
Strong influence	22 %	11 %	29 %	6 %	14 %	7 %	11 %
Other:	78 %	73 %	57 %	90 %	83 %	87 %	81 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0096 Reenlist factor(s) - Leadership at unit level

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	5 %	0 %	0 %	0 %	1 %	1 %
Moderate influence	0 %	5 %	14 %	0 %	10 %	3 %	3 %
Strong influence	11 %	7 %	29 %	5 %	7 %	6 %	7 %
Other:	89 %	82 %	57 %	95 %	83 %	90 %	89 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0097 Reenlist factor(s) - Senior Air Force leadership

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Slight influence	0 %	7 %	0 %	0 %	0 %	0 %	1 %
Moderate influence	0 %	2 %	14 %	3 %	3 %	1 %	2 %
Strong influence	33 %	9 %	14 %	4 %	7 %	4 %	7 %
Other:	67 %	82 %	71 %	94 %	90 %	95 %	90 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0098 Deployments completed in support of contingencies/exercises past 12 months

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
None	100 %	89 %	86 %	97 %	93 %	90 %	91 %
1 deployment	0 %	9 %	0 %	3 %	7 %	8 %	6 %
2 deployments	0 %	2 %	0 %	0 %	0 %	1 %	1 %
3 deployments	0 %	0 %	14 %	0 %	0 %	0 %	2 %
4 deployments	0 %	0 %	0 %	0 %	0 %	0 %	0 %
5 deployments	0 %	0 %	0 %	0 %	0 %	0 %	0 %
6 deployments or more	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0099 Days spent TDY in support of contingencies/exercises past 12 months

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
30 days or less	0 %	2 %	0 %	0 %	0 %	2 %	4 %
31 - 59 days	0 %	2 %	14 %	0 %	3 %	2 %	2 %
60 - 89 days	0 %	2 %	0 %	0 %	0 %	2 %	1 %
90 - 119 days	0 %	4 %	0 %	1 %	3 %	2 %	2 %
120 - 149 days	0 %	2 %	0 %	1 %	0 %	1 %	0 %
150 - 179 days	0 %	0 %	0 %	0 %	0 %	0 %	0 %
180 days or more	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Other:	100 %	89 %	86 %	97 %	93 %	90 %	91 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0100 Job title

	INSTRUCTOR	CIVIL LAW	OPERAT'L	LAW OFFICE	DEFENSE	MILITARY	CLAIMS
	INDEP	INDEP	LAW INDEP	MGR	PARALEGAL	JUSTICE	INDEP
	JOB	JOB	JOB	CLUSTER	INDEP JOB	CLUSTER	JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Adverse Actions Paralegal	0 %	0 %	0 %	0 %	0 %	17 %	2 %
Asst Chief, Court Administrator	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Assistant Court Administrator	0 %	0 %	0 %	0 %	0 %	1 %	0 %
NCOIC, Adverse Actions	0 %	5 %	0 %	0 %	0 %	7 %	0 %
Asst NCOIC, Adverse Actions	0 %	2 %	0 %	0 %	0 %	1 %	0 %
Asst NCOIC, Civil Law	0 %	11 %	0 %	0 %	0 %	1 %	1 %
Asst NCOIC, Claims	0 %	0 %	0 %	0 %	0 %	0 %	16 %
Asst NCOIC, Military Justice	0 %	0 %	0 %	0 %	0 %	16 %	2 %
Chief, Court Administrator	0 %	0 %	0 %	1 %	0 %	0 %	0 %
Circuit Court Administrator	0 %	0 %	0 %	3 %	0 %	0 %	0 %
Civil Law Paralegal	0 %	20 %	0 %	0 %	0 %	0 %	1 %
Claims Paralegal	0 %	0 %	0 %	0 %	0 %	0 %	43 %
Command Paralegal Manager	0 %	2 %	0 %	5 %	0 %	0 %	0 %
Computer Administrator	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Defense Paralegal	0 %	0 %	0 %	0 %	100 %	1 %	0 %
Hospital Recovery Paralegal	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Instructor	67 %	0 %	0 %	0 %	0 %	0 %	0 %
Instructor Supervisor	22 %	0 %	0 %	0 %	0 %	0 %	0 %
Law Office Manager	0 %	5 %	0 %	68 %	0 %	1 %	6 %
Law Office Superintendent	0 %	0 %	0 %	14 %	0 %	0 %	0 %
Magistrate Court Paralegal	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Military Justice Paralegal	0 %	2 %	0 %	0 %	0 %	23 %	1 %
NCOIC, Civil Law	0 %	36 %	0 %	0 %	0 %	1 %	1 %
NCOIC, Claims	0 %	0 %	0 %	0 %	0 %	0 %	25 %
NCOIC, General Law	0 %	5 %	14 %	3 %	0 %	0 %	0 %
NCOIC, Internat'l/Operation Law	0 %	5 %	71 %	0 %	0 %	0 %	0 %
NCOIC, Legal Assistance	0 %	0 %	0 %	0 %	0 %	0 %	0 %
NCOIC, Military Justice	0 %	2 %	0 %	1 %	0 %	28 %	1 %
Tort Claims Examiner	0 %	2 %	0 %	0 %	0 %	0 %	2 %
Other	11 %	2 %	14 %	5 %	0 %	1 %	2 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0101 Specialized legal area which best describes where you spend most time

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Adverse Actions	0 %	9 %	0 %	1 %	0 %	13 %	0 %
Circuit Office	0 %	0 %	0 %	3 %	0 %	0 %	0 %
Civil Law	0 %	53 %	0 %	0 %	0 %	0 %	1 %
Claims	0 %	4 %	0 %	1 %	0 %	2 %	78 %
Contract Law	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Defense Paralegal	0 %	0 %	0 %	1 %	90 %	1 %	0 %
Environmental Law	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Hospital Recovery	0 %	0 %	0 %	0 %	0 %	0 %	2 %
International/Operational Law	0 %	4 %	71 %	0 %	0 %	0 %	0 %
Labor Law	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Law Office Management	0 %	2 %	0 %	81 %	0 %	1 %	6 %
Legal Assistance	0 %	11 %	0 %	0 %	0 %	0 %	2 %
Military Justice	0 %	2 %	0 %	5 %	10 %	82 %	2 %
The JAG School	89 %	0 %	0 %	0 %	0 %	0 %	2 %
Other	11 %	16 %	29 %	8 %	0 %	1 %	8 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0102 Are you currently in upgrade training

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Yes	0 %	18 %	0 %	5 %	34 %	53 %	46 %
No	100 %	82 %	100 %	95 %	66 %	47 %	54 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0103 Spec legal area recd trng past 12 mths-Adverse Actions

	INSTRUCTOR INDEP JOB st0031	CIVIL LAW INDEP JOB st0022	OPERAT'L LAW INDEP JOB st0042	LAW OFFICE MGR CLUSTER st0021	DEFENSE PARALEGAL INDEP JOB st0044	MILITARY JUSTICE CLUSTER st0009	CLAIMS INDEP JOB st0024
Interval Percentages							
Yes	0 %	18 %	14 %	4 %	28 %	34 %	18 %
Other:	100 %	82 %	86 %	96 %	72 %	66 %	82 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0104 Spec legal area recd trng past 12 mths-Circuit Office

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	0 %	0 %	0 %	1 %	0 %	1 %	0 %
Other:	100 %	100 %	100 %	99 %	100 %	99 %	100 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0105 Spec legal area recd trng past 12 mths-Civil Law

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	0 %	44 %	29 %	5 %	55 %	29 %	25 %
Other:	100 %	56 %	71 %	95 %	45 %	71 %	75 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0106 Spec legal area recd trng past 12 mths-Claims

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	0 %	31 %	14 %	10 %	38 %	30 %	61 %
Other:	100 %	69 %	86 %	90 %	62 %	70 %	39 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0107 Spec legal area recd trng past 12 mths-Contract Law

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	0 %	7 %	0 %	0 %	3 %	1 %	2 %
Other:	100 %	93 %	100 %	100 %	97 %	99 %	98 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0108 Spec legal area recd trng past 12 mths-Defense Paralegal

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	0 %	4 %	0 %	3 %	24 %	3 %	3 %
Other:	100 %	96 %	100 %	97 %	76 %	97 %	97 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0109 Spec legal area recd trng past 12 mths-Environmental Law

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	0 %	9 %	0 %	0 %	7 %	4 %	3 %
Other:	100 %	91 %	100 %	100 %	93 %	96 %	97 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0110 Spec legal area recd trng past 12 mths-Hospital Recovery

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	0 %	7 %	14 %	5 %	17 %	10 %	16 %
Other:	100 %	93 %	86 %	95 %	83 %	90 %	84 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0111 Spec legal area recd trng past 12 mths-International and Operational Law

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	0 %	18 %	57 %	4 %	10 %	10 %	8 %
Other:	100 %	82 %	43 %	96 %	90 %	90 %	92 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0112 Spec legal area recd trng past 12 mths-Labor Law

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	0 %	9 %	0 %	0 %	10 %	1 %	4 %
Other:	100 %	91 %	100 %	100 %	90 %	99 %	96 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0113 Spec legal area recd trng past 12 mths-Law Office Management

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	0 %	13 %	14 %	40 %	31 %	5 %	9 %
Other:	100 %	87 %	86 %	60 %	69 %	95 %	91 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0114 Spec legal area recd trng past 12 mths-Legal Assistance

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	0 %	24 %	14 %	9 %	14 %	27 %	22 %
Other:	100 %	76 %	86 %	91 %	86 %	73 %	78 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0115 Spec legal area recd trng past 12 mths-Military Justice

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	11 %	33 %	29 %	9 %	41 %	69 %	27 %
Other:	89 %	67 %	71 %	91 %	59 %	31 %	73 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0116 Spec legal area recd trng past 12 mths-The Judge Advocate Gen (TJAG) Sch

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	56 %	13 %	14 %	6 %	14 %	19 %	15 %
Other:	44 %	87 %	86 %	94 %	86 %	81 %	85 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0117 Spec legal area recd trng past 12 mths-Other

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Yes	11 %	11 %	0 %	9 %	14 %	15 %	18 %
Other:	89 %	89 %	100 %	91 %	86 %	85 %	82 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0118 Number of hours per week, on average, spend working in excess of 40 hours

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
5 hours per week or less	33 %	56 %	14 %	30 %	34 %	35 %	42 %
6 - 10 hours per week	67 %	31 %	71 %	39 %	41 %	40 %	40 %
11 - 15 hours per week	0 %	7 %	0 %	21 %	17 %	16 %	15 %
16 - 20 hours per week	0 %	4 %	0 %	8 %	7 %	4 %	1 %
21 - 25 hours per week	0 %	0 %	0 %	3 %	0 %	3 %	2 %
26 hours per week or more	0 %	2 %	14 %	0 %	0 %	1 %	0 %
Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

V0119 Do you prefer to complete surveys on a computer, or by paper-and-pencil

	INSTRUCTOR INDEP JOB	CIVIL LAW INDEP JOB	OPERAT'L LAW INDEP JOB	LAW OFFICE MGR CLUSTER	DEFENSE PARALEGAL INDEP JOB	MILITARY JUSTICE CLUSTER	CLAIMS INDEP JOB
Interval Percentages	st0031	st0022	st0042	st0021	st0044	st0009	st0024
Computer	67 %	71 %	86 %	71 %	72 %	65 %	63 %
Booklet	11 %	11 %	0 %	12 %	10 %	13 %	17 %
No preference	22 %	18 %	14 %	17 %	17 %	22 %	20 %

Other:	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Total in group:	9*	55*	7*	77*	29*	134*	129*

END PRTREP